

Shires MAT Ridgeway Secondary School

Admission Policy for 2027 entry

The Policy should be read in conjunction with Worcestershire County Council's Information for Parents on Admissions and Transfers to Schools and is available to view online at: [Apply for a school place | Worcestershire County Council](#) A copy of the book is also available to view in schools, libraries and at your Local Worcestershire Hub.

Introduction

1. This Admission Policy is part of the admission arrangements for Ridgeway Secondary School (Academy), a Secondary school academy which is part of Shires Multi Academy Trust (Trust), a multi academy trust.
2. The Academy is a co-educational, non-selective, publicly funded school that welcomes applications for the admission of children regardless of aptitude, ability, special educational or other needs, disabilities or other protected characteristics.
3. The Academy admits children into Year 7 who usually remain on the roll until Year 11.
4. In education law and this policy, a 'parent' means a natural or adoptive parent of a child (irrespective of whether they have care of, contact with or parental responsibility for, the child), as well as other persons who are not the natural or adoptive parent of the child but who have care of and/or parental responsibility for them.

Children with an Education, Health and Care plan (EHCP)

5. Children with an EHCP are not admitted under this policy, they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25. Their EHCPs are maintained by their home Local Authority, who are responsible for making decisions as to which educational setting will be named therein as the one the child will attend.
6. Where the parents of a child with an EHCP want them to be educated at the Academy, they must discuss this with SEN team at their home Local Authority. The home Local Authority may then consult the Academy on its suitability and compatibility, before deciding whether or not to name it in the child's EHCP.
7. Where the Academy is named in an EHCP, it will admit the child. Where this happens in the 'normal admission round' (i.e. admission to Reception Year at the start of September), their place will be allocated before others within the

PAN, reducing the number remaining. Where this happens at any other time, they will be admitted when the Academy is named regardless of numbers.

Published Admission Number (PAN) for Year 7

8. The PAN for Year 7 is 108

Oversubscription Criteria for Year 7 to Year 11

9. Where there are fewer applications than places available, all children will be offered a place. Where there are more applications than places available, the order in which places will be allocated will be:

- a. **Looked after and previously looked after children**

A 'looked after child' is one who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission authority to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted. Applications in this category may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance will be followed. Where the Virtual School Head (VSH) at the Local Authority has already verified the child's status and the Academy is able to confirm this with them, there will be no need for evidence to be provided with the application.

- b. **Children living in the school catchment/priority area with a sibling at Ridgeway Secondary School**

The sibling must be on the roll at Ridgeway Secondary School at the time of application, and will still be on the roll at the time of the applicant child's admission.

A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister

(sharing one or both parents), a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner where they have cohabited for at least one year.

In all cases, the sibling must live at the applicant child's home address (as defined in this policy) as part of the same core family unit. For the avoidance of doubt, a child of a family member (e.g. cousin or grandchild) or friend will not be a 'sibling', even if they live at the same address as the applicant child.

- c. **Children living in the school catchment/priority area (see map at end of policy)**
- d. **Children not living in catchment/priority area with a sibling at Ridgeway Secondary School (see definition in b above)**
- e. **Children of staff who have been employed at the school for 2 or more years or recruited to fill a skill shortage.**
- f. **Children living outside the priority area and attending the following feeder schools:** Feckenham C of E Primary School, Webheath Academy Primary School and Astwood Bank Primary School
- g. **Children living outside the priority area and attending the following primary schools:** Inkberrow Primary School
- h. **All other children**

Tie Breaker

- 10. Where there are more applicants than places in any of the oversubscription categories above, the order in which places are allocated will be determined by reference to the distance between the child's home address (as defined in this policy) and the Academy, with those living closer having higher priority.
- 11. Distance will be measured on the Academy's behalf by Worcestershire County Council in a straight line from the address point location of the applicant's home address (as set by Ordnance Survey) to the pre-determined 'centroid' point of the Academy using their dedicated software for this purpose. These provide a single unique point for the child's home address and the Academy.
- 12. Where the distance between two or more applicant children is equal, random lottery will be used to determine the order in which places are allocated, which will take place in front of a person who is independent of the Academy.
- 13. Where applications are received for the admission of twins, triplets or siblings of higher multiple births to the same year group at the same time, but not all of them are allocated a place because of the application of the tie breaker for the final place(s), all of them will be allocated a place regardless of pupil numbers.

Child's Home Address

14. The child's home address is defined in this policy. It is the address meeting this definition that must be stated in the application, and which will be used when processing the application.
15. The child's home address is the residential (not business) address at which they will live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time, at the time of their admission. Where the child lives with more than one parent and the pattern for overnight stays is irregular, this will be assessed over the most recent five term time weeks.
16. Parents will be expected to provide satisfactory documentary evidence of the child's home address, and/or the home address of others (e.g. siblings, children of staff) where appropriate. This may include family court orders setting out child arrangements and/or proof of ownership and renting.
17. Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the applicant's permanent home address may be requested. If the child/sibling moves address during the course of the application process, Worcestershire County Council, and (if different) their home Local Authority must be notified as soon as possible, and provided with satisfactory documentary evidence that the new address meets the definition, and of the expected moving date.
18. Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the applicant will live when they return, as long as the parents provide some evidence of this address. Alternatively, a Unit or Quatering address may be used, at the parent's request.

Application Process in the 'Normal Admission Round' (Year 7)

19. All local authorities are required to coordinate admission in the 'normal admission round' for all schools in their area.
20. The 'normal admission round' for applications for admission to Year 7 in September covers all applications made by the statutory deadline for applications (31st October 2026), as well as applications made after this date but in time for the Local Authority to offer a place by 'national offer day' (01st March 2027).
21. Applications in the 'normal admission round' for Year 7 must be made to the child's home Local Authority using their Common Application Form, which will be available on their website. For applicants resident in Worcestershire County Council, the webpage can be accessed by clicking here:

[Apply for a primary or first school place | Worcestershire County Council](#)

For Warwickshire residents the webpage can be accessed from [Applying for a secondary school place – Warwickshire County Council](#)

22. Parents must carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular category, as failing to do so is likely to prevent the right category being identified, which could result in a place not being offered.
23. A 'late application' is one received before the first day of term but not in time for the Local Authority to offer a place on 'national offer day'. As these applications cannot be processed until after the first round of place allocations has happened, this is likely to adversely impact on the chances of achieving a place. Parents are therefore strongly encouraged to submit applications by the statutory deadline.

Application Process for In-Year Admission

24. An 'in-year application' is one made for Year 7 on or after the first day of term in September, or for any other year group at any time.
25. The PAN set for Year 7 applies throughout the year of admission, but ceases to apply after that. This means that in-year applications made for Year 7 may be refused on the basis that there are no places available within the PAN.
26. In respect of other year groups, a place will be offered unless admitting an additional child/applicant would prejudice the efficient provision of education, and/or the efficient use of resources, at the Academy.
27. Where multiple in-year applications for the same year group are received and processed at the same time, and some but not all can be offered a place within the PAN/without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine the allocation of these places.
28. The Academy has opted into Worcestershire County Council's coordinated scheme for in-year admission. Applications for in-year admission must therefore be made to Worcestershire County Council, by completing their In-Year Admission Application Form which is available by clicking here: [Changing schools \(In-Year applications\) | Worcestershire County Council](#)
29. Parents must carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular category, as failing to do so is likely to prevent the right category being identified, which could result in a place not being offered.
30. The outcome of in-year applications will be notified in writing to parents within a maximum of 15 school days of receipt.

Requests for Admission Outside Normal Age Group

31. Parents have a right to request permission for admission to a year group outside their normal age group, which may be above or below, however this is not an absolute right. The request must be considered by the Admission authority which must decide whether to agree it in principle, or refuse it, taking into account the factors set out below.
32. These requests are **not** applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make these requests as early as possible, preferably well ahead of any deadlines for their normal age group, so that they make informed decisions when they subsequently apply for admission. A request must be made to the 'admission authority' for each school for which admission is sought outside normal age group, as the outcome may not be the same for all.
33. The Admission authority make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, the Headteacher's views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This is not an exhaustive list, and parents may put forward any matters or documents for consideration.
34. Parents must complete a Request for Admission Outside Normal Age Group (example provided) Form (which is available by clicking is published on the Academy's website or is available in hard copy format from the Academy's main office and then submitted either to by email to the academy office or by post/hand delivery to the Academy's main office marked for the attention of the Admission authority.
35. The Admission authority will notify parents of the outcome of their request in writing and will explain its reasons in sufficient detail for them to understand why it came to that decision. Where the request is agreed in principle, the letter should accompany the application for admission subsequently made.
36. Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, however they may complain to the Academy about the outcome if they wish.

Statutory Right of Appeal

37. Parents have a statutory right of appeal to an independent Admission Appeal Panel against the refusal of a place at the Academy. The refusal letter will set

out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.

- 38.** The Academy will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before 28 February 2027.

Waiting List

39. The Academy has a waiting list for each year group, which continues to run throughout each school year and into the next. Waiting lists are maintained until Dec 31st each year and then names will be removed unless parents have informed the school they would like their child's name to remain on the list.
40. Waiting lists are ranked by reference to the oversubscription criteria above, and not by reference to the date that the child/ applicant's name was added to the list. This means a child/applicant's name can go up, as well as down, the list as more names are added.
41. When a place becomes available, the tie breaker set out above (i.e. distance then random allocation) will be used to determine which child/applicant in the highest category (if more than one) will be offered the place.
42. Children allocated a place under the Fair Access Protocol (which all schools are required to participate in) will take precedence over children on the waiting lists.

Review and Determination of Admission Arrangements

43. The admission arrangements for an Academy must be determined every year by the Board of Trustees. Where any changes are proposed from the criteria determined for the previous intake, these must be consulted on for a minimum of 6 calendar weeks between 1 October and 31 January, ahead of determination on or before 28 February.

School priority/Catchment area

Ridgeway Secondary School's Priority Area (general map- please see Worcestershire CC for further accuracy)

