



THE CONSORTIUM  
ACADEMY TRUST

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Shaping Positive Futures

# SECONDARY SCHOOLS ADMISSIONS POLICY 2025-2026 (Hull Based Schools)

The Consortium Academy Trust  
An Exempt Charity Limited by Guarantee  
Company Number 07665828

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Policy Owner (position)	CEO
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*\*NB – This document can only be considered valid when viewed on The Consortium Academy Trust website. If the copy is printed or downloaded and saved elsewhere the Policy date should be cross referenced to ensure the current document is the latest version. The linked policies can be found at [www.consortiumtrust.co.uk](http://www.consortiumtrust.co.uk)*

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## 1. Context

The Consortium Academy Trust (the Trust) is a family of schools in East Riding and Hull. Our mission is to put our children and young people first. We have a supportive, yet challenging environment to allow everyone in our Trust community to:

- flourish and believe that they have every chance of success.
- work together so that they can achieve more than can be done individually.
- work within a supportive culture where taking appropriate risk is seen as a strength.
- be proud of themselves, their peers, our schools, and our local communities.

Our vision of 'Shaping Positive Futures' applies to each and every child within our Trust and a smooth admissions experience from one phase of education to the next is integral to achieving this.

## 2. Introduction

2.1 This policy details the admission arrangements for applications and preferences for the following:

- Winifred Holtby Academy

The admissions authority for this school is the Trust. The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it. All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

2.2 This policy complies with and operates within the Hull Coordinated Admissions Schemes and related protocols, including the Hull Fair Access Protocol.

2.3 This policy details the admission arrangements for applications and preferences in the normal secondary admissions round; that is when applying for a place in advance for Year 7 as the year of entry to start secondary school for the first time. Details of the application process for the secondary admissions round are available in Section 3 of this policy.

2.4 This policy also details the admission arrangements for 'in-year' applications and preferences outside the normal admissions round; that is when applying either during the school year, outside the period of coordination in the secondary admissions round, or for admission into a year group other than the normal year of entry.

2.5 Advice and information for parent/carers on school admissions, including key information that applies to all applications as well as some frequently asked questions are available on the Hull City Council website at [www.hull.gov.uk/education-and-schools/schools/secondary-school-applications](http://www.hull.gov.uk/education-and-schools/schools/secondary-school-applications) or upon request calling 01482 300300. If Hull City Council is not an applicant's home local authority, they should contact their home local authority for details of how to access the correct admission processes

2.6 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a Trust school has been named, a place will be allocated for these children before considering other applications.

## 3. Admissions into Year 7

3.1 The following schools admit children into Year 7 as a normal year of entry:

- Winifred Holtby Academy

3.2 The Published Admission Number (PAN) is the number of pupils it is intended to admit into Year 7. The number is set; for Year 7 entry in the 2025-2026 school year this is:

2025-2026 TCAT Secondary Admissions Policy (Hull Based Schools), p3

- Winifred Holtby Academy 270 places

3.3 PANs remain in force until 31<sup>st</sup> July 2026, at the end of the year of entry.

3.4 Children will normally be admitted into the year group relevant to the child's age and will start in the school year they turn twelve.

3.5 Where parent/carers would like to request admission outside the normal age group for their child, so their child is educated into a year group other than that relevant to their child's age, parent/carers should contact the school at an early stage to discuss their intentions and what the best approach might be. Parent/Carers deciding to formally request this should do so in writing, together with any supporting information by no later than 30 November 2024. The Trust will then consider their request, if necessary in conjunction with other schools, the local authority and other professionals.

3.6 The Trust will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a higher age group if it were not for being born early or late.

3.7 The Trust will also take account of the views of the Headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

3.8 Where a request for admission outside the normal age group is approved, parent/carers should then apply for the year group it has been agreed is the most appropriate for the child. Parents/Carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

3.9 Where a request for admission outside the normal age group is rejected, parent/carers should apply in the usual way for their child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's Complaints Policy.

3.10 Applications should be made by the closing date for applications which is 31 October 2024. For residents, applications can be made online at [www.hull.gov.uk/admissions](http://www.hull.gov.uk/admissions). Residents of other local authority areas should instead apply to their 'home' local authority. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the school, or a paper application form. There is no additional 'Supplementary Information Form' required to apply for a school place at the Trust school covered by this policy.

3.11 When making an application, parent/carers are advised to supply any additional information that may be required by the Trust by providing this information in writing direct to the school or by emailing [lsadmissions@hullcc.gov.uk](mailto:lsadmissions@hullcc.gov.uk) with the child's details. It is advised that parent/carers submit any additional information that may be relevant to the oversubscription criteria contained in Section 5 of this policy.

3.12 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained.

## 4. Late applications

4.1 Applications received after the closing date of 31 October 2024 may be treated as 'late' applications – that is processed after all 'on-time' applications.

4.2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:

- a) this is accompanied by a satisfactory reason provided at the time of application; and
- b) it can be accommodated within the timescales of the coordinated scheme and/or Trust's processes.

4.3 Late applications received after the offer day will be processed using the same criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants. Late applications may be considered as 'in-year' applications. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications set out in section 6.

## 5. Oversubscription Criteria

5.1 Some schools will be oversubscribed – that is where the number of applicants exceeds the relevant admission number. Where this is the case, priority is given to certain categories of children. The oversubscription criteria set out below will be used by the Trust to prioritise all applicants who have applied for a place at a Trust school covered by this policy in these circumstances in the following priority order.

**As stated previously, the admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a Trust school has been named, a place will be allocated for these children before considering other applications.**

**Criterion (i) – Places will first be allocated to children who are looked after by a local authority and to children who were previously looked after, including children who were previously looked after outside England, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.**

A looked after child is a child who is in the care of a local authority or is provided with accommodation by that authority (see section 22 of the Children Act 1989). Any application submitted for a child who is looked after by a local authority should be supported by the authority's Children's Services Department. An 'adopted child' is a child adopted under the Adoption and Children Act 2002 or Adoption Act 1976. A 'child arrangements order' is an order made under the terms of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

If the number of applicants meeting the first criterion is greater than the published admission number/number of available places, priority will be given first using Criterion (ii), then Criterion (iii), and then Criterion (iv).

**Criterion (ii) – Places may be made for children of staff who have either been employed at the Academy for two or more years at the time the application for admission to the Academy is made, or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.**

If the number of applicants meeting the first two criteria is greater than the published admission number/number of available places, priority will be given first to those who meet Criterion (i); and then those who fulfil Criterion (ii) will be prioritised using Criterion (iii), and then Criterion (iv).

**Criterion (iii) - Places will next be allocated to children who will have a sibling attending the school in years 7-11 at the time of admission.**

If the number of applicants meeting the first three criteria is greater than the published admission number/number of available places, priority will be given first to those who meet Criterion (i) and then Criterion (ii); and then those who fulfil Criterion (iii) will be prioritised using Criterion (iv).

**Criterion (iv) - Places will next be allocated to those children who live closest to the school. The distance from the child's home to the school will be measured and priority will be given to those living nearest to the school.** If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

- 5.2 It is the responsibility of parent/carers or the relevant social care professional, to include with their application any details or documents that would allow the Trust to consider the relevance of Criterion (i), for example by providing the name of the relevant care authority and or copies of the relevant orders.
- 5.3 A child is normally deemed to be resident with their parents/carers. If a child has more than one home address, the applicant must use on the application form the address at which the child lives for the majority of school nights (Sunday-Thursday). Documentary evidence may be required to show that the child is resident at the address, which may include both 'entry' proofs of the current address and 'exit' proofs of any previous addresses.
- 5.4 It is the responsibility of parent/carers to include with their application the name of any sibling(s) for consideration under the oversubscription criteria. For the purposes of these school admission arrangements, the term 'sibling' refers to children living as part of the same family unit at the same address. A family unit consists of children and their parents/carers. The term 'parent/carer' includes any person who is the birth parent, person with parental responsibility, special guardianship or who has care of that child.
- 5.5 If applications are submitted for siblings in the same year group and a place is available for one or more but not all of the siblings from the same family, the published admission number/number of available places will be exceeded wherever reasonably possible to allow them to be placed at the school.
- 5.6 Where distance from the child's home to school has to be measured, the Trust uses LA measurements. The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. The front entrance of the home property (residence) to the main entrance of school site is used.

## 6. Waiting list

- 6.1 Where a school is oversubscribed in the normal admissions round, a waiting list will be held from when offers have been made until 31 December 2025. No waiting lists are held after 31 December in Year 7 or for any other year group when the admissions rounds ceases to be coordinated. During this time refused in-year applications will also be added to this waiting list. From 1 January 2026 the waiting list will be continued as an 'in-year' waiting list until 31 July 2026 when it will close.
- 6.2 A child's position on the list will be determined by the oversubscription criteria set out in Section 5 of this policy and will reflect their current circumstances where these circumstances have been provided to the Trust. The list will also contain all other on-time and late preferences that have

been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.

6.3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the Trust agrees requires a new application.

6.4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

## 7. Timetable for applications

by 12 September 2024	Opening date for applications
31 October 2024	Closing date for 'on-time' applications
from 1 November 2024	Applications received may be treated as 'late'
3 March 2025	National Offer Day for secondary schools
18 April 2025	Deadline for return of appeal papers for 'on-time' applicants
May - June 2025	Admission appeals for 'on-time' applicants
September 2025	Start of the school year
31 December 2025	Waiting lists close

## 8. In Year Admissions

8.1 In-year admissions are those that are made either during the school year, outside the period of coordination in the normal admissions round(s), or for admission into year groups other than the normal year of entry. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section 5 of this policy will be applied to ascertain which child is most entitled to a place.

8.2 The school will maintain a current admission number for each year group. When a cohort of pupils progresses to a higher year group, the admission number previously determined for that year group remains in force and applicants can only normally be refused a place if the number on roll is equal to or greater than the admission number.

8.3 The school may seek to vary the current admission number from the Published Admission Number (PAN) that was set for the corresponding normal year of entry, and in doing so will consider the number of pupils currently on roll, their needs and the current organisation of classes in the school.

8.4 The school may review the current admission number for each year group every year in the summer term before the start of the new school year, and where a change is proposed, communicate the new number and the reasons for this change (including details of any accommodation changes, class organisation and relevant financial information) to the Hull School Admissions team for the purposes of coordination and to ensure the local authority's sufficiency requirements.

8.5 The operation of this policy is subject to the relevant authority Fair Access Protocol. This Protocol is agreed with schools to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It

also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access Protocol will take priority over this policy.

- 8.6 Where parent/carers would like to request admission outside the normal age group for their child, so their child is educated into a year group other than that relevant to their child's age, parent/carers should contact the school at an early stage to discuss their intentions and what the best approach might be. Parent/Carers deciding to formally request this should do so in writing, together with any supporting information. The Trust will then consider their request, if necessary in conjunction with other schools, the local authority, and other professionals.
- 8.7 The Trust will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place. This will include taking account of:
- the parent's/carer's views;
  - any information provided about the child's academic, social and emotional development;
  - where relevant, their medical history and the views of a medical professional;
  - whether they have previously been educated out of their normal age group; and
  - where applicable, whether they may naturally have fallen into a higher age group if it were not for being born early or late.
- 8.8 The Trust will also take account of the views of the Headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.
- 8.9 Where a request for admission outside the normal age group is approved, parent/carers should then apply for the year group it has been agreed is the most appropriate for the child. Parents/Carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group.
- 8.10 Where a request for admission outside the normal age group is rejected, parent/carers should apply in the usual way for their child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.
- 8.11 Applications can be made at any time in the current school year, by application form available from the school or from Hull Schools Admissions team. Residents of other local authority areas should instead apply to their 'home' local authority. Applicants may request support from the school in making an application. There is no additional 'Supplementary Information Form' required to apply for a school place at any Trust school covered by this policy.
- 8.12 When making an application, parent/carers are advised to supply any additional information that may be required to the Trust by providing this information in writing direct to the school or by emailing [lsadmissions@hullcc.gov.uk](mailto:lsadmissions@hullcc.gov.uk) with the child's details. It is advised that parent/carers submit any additional information that may be relevant to the oversubscription criteria contained in Section 5 of this policy.
- 8.13 Applications will be considered in order of the date on which the application is received. If more than one in-year application for the same year group at the same school are received at the same time, the oversubscription criteria will be used to prioritise the children if places cannot be offered to all applicants.



8.14 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained.

## 9. Appeals

9.1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at a school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.

9.2 The Trust subscribes to Hull City Council's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. Applicants who wish to appeal should contact the Hull School Admissions team to request the correct appeal form.

9.3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

## 10. Withdrawing a place

10.1 Applicants are strongly urged to complete the application as accurately and fully as possible. Where an offer of a place at a school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the Trust is able to withdraw the place.

10.2 In the event that a place is withdrawn, the application will be considered afresh by the Trust.

## 11. Contact details for correspondence

The Chair of the Trust Board  
The Consortium Academy Trust  
Harland Way  
Cottingham  
East Riding of Yorkshire  
HU16 5PX  
01482 469838

[enquiries@consortiumtrust.co.uk](mailto:enquiries@consortiumtrust.co.uk)  
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