

ADMISSIONS ARRANGEMENTS 2025-2026

Area/Department responsible for policy	CEO
Approval Body:	Trust/Board
Date of last review:	March 2024
Statutory (DFE) Yes/No	Yes

LEGISLATION AND STATUTORY REQUIREMENTS

This policy is based on the following advice from the Department for Education (DfE):

[School Admissions Code 2021](#)

[School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#)

ARRANGEMENTS FOR THE ADMISSIONS OF PUPILS TO ALL ACADEMIES WITHIN THE BEACON MULTI-ACADEMY TRUST

The Board of the Beacon Multi-Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Trustees remain responsible for any appeals.

Schools	Published Admission Numbers ("PAN")
Beal High School Year 7	360FTE
Beal Sixth Form 16-18	450FTE
The Forest Academy Year 7	180 FTE
Beacon Business Innovation Hub (12-19 AP)	100FTE

If the number of applications for places at the school which has been applied to is greater than the PAN set for that year group, applications will be considered against the oversubscription criteria set out below.

Children with a Statement of Educational Needs or Education and Health Care Plan ("EHC") that names a Beacon Academy Trust school will be allocated places, after which places are allocated up to the PAN of each School to in accordance with the following criteria in strict order of priority as shown below:

1. **Looked after children and all previously looked after children**, including those children who appear (to the Admissions Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Pupils with **siblings** who are already at the School (In Year 7-10 at the time of application), and will continue to attend that school in the following academic year.
3. Pupils whose main residence is within the catchment area. Parents can view each School catchment area through their local authority website.
4. **Children of staff** employed at the School.
5. Proximity to the School will be measured by the shortest walking **distance** from the front door to the main entrance at school using the local authority electronic measuring system.

Tiebreaker

If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school, or working in children's services directorate at the local authority.

Beal Sixth Form Admissions arrangements

Admission details to Beal Sixth Form can be found [here](#). This provides information on our Sixth Form prospectus, admissions page and entry requirements. Students at The Forest Academy have the right to a place in Beal Sixth Form if they meet the subject specific entry requirements.

Definitions of terms used in the admission arrangements

1. Looked after children and all previously looked after children

- (i) **Looked after children** – children who were (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 (see s.22 of the Children Act 2989) at the time of making an application to a school, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- (ii) **Previously looked after children** – children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002.

2. Rules for siblings

Included in this factor are siblings, adopted siblings, fostered children or other children living permanently at the same address of students already in the school in years 7 – 10, and who will be attending the School at the expected time of admission.

Twins and other siblings from a multiple birth

In these cases, all the children will be considered together as one application. If one or more can be admitted within the PAN, the School will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large.

Rules for Residence

By home we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the School's term time.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the School's term time.

3. Children of staff at the School

This will apply either

(a) where the School has employed a member of staff for two or more years at the time the application for admission is made.

Or

(b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

A member of staff will be any person, working at the School.

4. Distance

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the School, using the Local Authority's computerised measuring system, with those living closer to the School receiving the higher priority.

In the event of more than one child living the exact same straight line distance then it will be subject to a tie-break.

5. Reserve list

For admission into Year 7 the Trust will keep a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone is added to the list who is higher placed on the oversubscription criteria. Places at another of the Trust's schools may be offered if appropriate. The School's Admission Team keeps the list until the end of December of each school year of admission. You should contact the Local Authority for information about the reserve list. Schools are not required to keep any lists for any other year groups. If you wish your child to join the school at other times you can ask if the Trust can keep a reserve list. If agreed, it will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.

6. Process of application for places in other year groups

Arrangements for applications for places in other year groups, the Admissions Authority will be made in accordance with the Beacon Multi-Academy Trust co-ordinated admission arrangements; parents must apply through their home Local Authority. The Admissions Authority will work within the timetable of the relevant Local Authority who will make the offers of places on their behalf as required by the School Admissions Code.

7. Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered based on their circumstances and what is in the best interests of the child concerned. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents should submit any evidence in support of their case with the application, for instance from a medical practitioner, Principal etc. Some of the evidence a parent might submit could include:

- a. whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- b. information about the child's academic, social and emotional development;
- c. where relevant, their medical history and the views of a medical professional;
- d. whether they have previously been educated out of their normal age group; and
- e. whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will also take into account the views of the Head Teacher of the School concerned. The Trust will ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

8. Children of UK service personnel (UK Armed Forces) and crown servants

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Trust will:

- a. Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date.
- b. Use the address at which a child will live when applying its oversubscription criteria, provided some evidence of intended address is provided. A Unit postal address or quartering address will be used where requested by the parents.
- c. The Trust will not refuse a service child a place because the family does not yet have an intended address or currently live in the area.

9. In-year admissions

Arrangements for in-year admissions will be made in accordance with the Beacon Multi-Academy Trust coordinated admission arrangements with the Local Authority for Years 7-11 (not Beal Sixth Form). The Trust will communicate this decision to the Local Authority on an annual basis by 1 August.

The Trust will accept admissions into other year groups if there are places unless admitting the child would cause prejudice to the efficient provision of education or use of resources. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If there are no places, then you will be told of the independent appeal system.

As the Beacon Multi-Academy Trust is part of the Local Authority's in-year co-ordination scheme, to apply for a place other than the start of Year 7, parents should contact the Local Authority directly. The Local Authority will have all the information required to publish on its website including a mid-term application form. A link to this area can be found [here](#). The Local Authority will contact the School to arrange for an appointment to visit the School.

Parents will normally be notified of the outcome of any in-year application in writing within 10 school days, but they **must** be notified in writing within 15 school days. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.

The School will maintain a reserve list for unsuccessful applicants in Years 7-11. If any vacancies arise, places will be offered to applicants included on the reserve list in strict accordance with normal published oversubscription criteria.

If a place can be offered arrangements should be made for the child to start school as soon as possible. If an offer of a place is refused, the name will be removed from the reserve list.

10. Children who have been permanently excluded or display challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. However, where a child has been permanently excluded from two or more schools, we are not obliged to comply with parental preference, and therefore may refuse admission, for a period of two years from the last exclusion, in accordance with the School Admissions Code 2021 (paragraph 3.8). The twice excluded rule does not apply to the following children:

- (a) children who were below compulsory school age at the time of the permanent exclusion;
- (b) children who have been reinstated following a permanent exclusion (or would have been reinstated had it been practicable to do so);
- (c) children whose permanent exclusion has been considered by a review panel, and the review panel has decided to quash a decision not to reinstate them following the exclusion; and
- (d) children with Education, Health and Care Plans naming the school.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the School.

11. Fair Access Protocol

The Trust participates in Local Authority's Fair Access Protocol (FAP) which is available [here](#). This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible. Fair Access Protocols should seek to place a child in a school that is appropriate to any particular needs they may have. Children referred to the FAP should be allocated a school place within 20 school days.

If the child has been permanently excluded from two other schools and the most recent exclusion was within the previous two years, the School may make the decision to refer the case to the School's Adjudicator if it considers that admitting the child would seriously prejudice the provision of efficient education or the efficient use of resources. If a Beacon Academy Trust school does refer a case, it will notify the Local Authority that looks after the child.

12. Fraudulent or Misleading Applications

As an admission authority we have the right to investigate any concerns we may have about your application. We may withdraw the offer of a place if it is established that you have made a fraudulent or intentionally misleading application, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. If the offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if it is refused.

An offer will not be withdrawn once a child has started school unless the place was fraudulently obtained. In deciding whether to withdraw the place, the length of time the child has been at the School will be taken into account.

We are also entitled to withdraw an offer where a parent has not responded within a reasonable period of time. In that case, we will give the parent a further opportunity to respond before withdrawing the offer.

13. Appeals against a decision not to admit a child to the School

Parents have a legal right to appeal against a decision not to admit a child to the School. The Trust will be happy to provide information about this on request. Any applicant refused a place at a Beacon Academy Trust school will be informed of the reason why admission was refused; information about the right of appeal; the deadline for lodging an appeal and the contact details for making an appeal. If parents wish to appeal they must set out their grounds for appeal in writing. As the local authority coordinate the admissions arrangements for The Trust schools, you should contact the local authority to lodge your admission appeal if you are refused admission. Please see the following [link](#) for details of Redbridge Admissions Arrangements.