



Walthamstow Academy

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Admissions Policy for admissions in the academic year 2026/27

Adopted by: Walthamstow Academy

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Introduction

This document sets out the admission arrangements for Walthamstow Academy, throughout this document referred to as “the academy”. These arrangements are without prejudice to the provisions of Annex B in the Master Funding Agreement (relating to students with an Education Health Care Plan (EHCP)).

The academy will comply with all relevant provisions within:

- [School admissions: applications for overseas children \(2020\)](#)
- [The School Admission Code \(2014\)](#)
- [The School Admissions Appeals Code \(2012\)](#)
- [School Admission Appeals Code \(2022\)](#)
- [The School Admissions Code \(2021\)](#)

as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to United Learning (UL). References to “the LA” shall be deemed to be references to the London Borough of Waltham Forest and references to “the Admissions Forum” to be to the Waltham Forest LA Admissions Forum. In particular, the academy will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the coordinated admission arrangements operated by the LA.

Notwithstanding these arrangements, the Secretary of State for Education may direct the academy to admit a named pupil to the academy on application from a LA. Before doing so the Secretary of State will consult the academy.

Admission arrangements approved by Secretary of State for Education

The admission arrangements for the academy for the year 2026/2027 and, subject to any changes approved by the Secretary of State for Education, for subsequent years are:

- a) The academy has an agreed admission number of 180 students. The academy will accordingly admit at least 180 students in the relevant age group each year if sufficient applications are received.
- b) The academy may set a higher admission number as its Published Admission Number (PAN) for any specific year. Before setting an admission number higher than its agreed admission number, the academy will consult those listed at page 16-17 of [School Admission Appeals Code](#). Students will not be admitted above the PAN unless exceptional circumstances apply, and such circumstances shall be reported to the Secretary of State for Education.

Process of application

Applications for places at the academy will be made in accordance with the LA’s coordinated admission arrangements and will be made on the Common Application Form (CAF) provided and

administered by the LA. The academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Admissions Forum or LA:

- a) September - The academy will publish in its prospectus information about the arrangements
- b) for admission, including oversubscription criteria, for the following September (e.g., in September 2025 for admission in September 2026). This will include details of open evenings and other opportunities for prospective students and their parents/carers to visit the academy. The academy will also provide information to the LA for inclusion in the composite prospectus, as required;
- c) September/October - The academy will provide opportunities for parents/carers to visit the academy;
- d) October – CAF to be completed and returned to the LA to administer;
- e) December - LA sends application details to academy;
- f) January - academy returns ranked list, based on admissions criteria, of all applications to LA;
- g) February - LA applies agreed scheme for local schools and academies, informing other LEAs of offers to be made to the residents of those LEAs;
- h) March - offers made to parents/carers

Consideration of applications

The academy will consider all applications for places. Where fewer than 180 applications are received, the academy will offer places to all those who have applied subject to the following:

- The academy may refuse admission to particular applicants in cases where fewer than the PAN have applied. These are applicants who have been excluded from two or more other schools and the ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose.

Procedures where the academy is oversubscribed

Where the number of applications for admission is greater than the published admissions number, applications will be considered against key criteria. Priority is given to children with Education, Health and Care Plans (EHCPs), where the academy is named on the EHCP.

After this, the criteria will be applied in the order in which they are set out below:

- a) **Looked after children:** children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. For the purposes of the policy the phrase 'looked after children' refers to currently looked after children and all previously looked after children, 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. Previously looked after children are 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 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 of 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.

- b) **Children who have specific medical needs, social needs and special needs** where the application is supported by written specific professional evidence from a consultant doctor, hospital specialist, social worker, or similar professional as to why admission to the academy is necessary. The definition as to what constitutes medical, social and special needs within the scope of this provision will be agreed by United Learning and will be available in writing to parents/carers. Evidence must clearly demonstrate why the child's specific needs make attendance at Walthamstow Academy essential.
- c) **Children who are children of staff** in either or both of the following circumstances:
 - 1) where the member of staff has been employed at the school permanently for two or more years at the time at which the application for admission to the academy is made; and/or;
 - 2) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage and has successfully completed the probationary period.
- d) **Children with a sibling at Walthamstow Academy, including Sixth Form**, when the applicant joins. The term 'sibling' means a full, step, half, adopted or fostered brother or sister. The academy reserves the right to ask for proof of relationship. If the sibling is in Year 11 at the time of the Year 7 application, then that Year 11 student must have been offered and accepted a place in the Sixth Form.
- e) **Children who attend Walthamstow Primary Academy** and are in Year 6 at the time of the admission application deadline.
- f) **Children whose permanent address* is nearest to the academy**. The distance which determines how close the child lives to the academy is measured using a straight line from the child's permanent address (as defined by the Local Land and Property Gazetteer) to the designated main gate of the academy. The coordinates of the academy's main gate are taken to be Easting: 536960, Northing: 190960

*A child's permanent address is where they normally live and sleep and attend school from. In cases where a child lives at multiple addresses (e.g., shared custody), the address where the child spends the majority of their school nights (Monday to Friday) will be considered. If time is split equally, parents must jointly nominate the address to be used. Temporary accommodation, such as with relatives, will not be accepted if not the child's usual place of residence. Proof of residence may be requested, including but not limited to utility bills, council tax documents, and tenancy agreements. If false or misleading information is used to gain entry to the academy, the offer of a place will be withdrawn and the application cancelled.

- g) **Tie Breaker Procedure**: Where two or more children have equal priority after applying all other criteria, including an identical distance measurement to the academy, random allocation will be used. Random allocation will be supervised by someone independent of the academy.

Operation of waiting lists

Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until a month after the admission date. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Admissions: outside of the normal age-range

Families may seek a place for their child outside of his/her normal age group under various circumstances such as for summer born children who started primary school later, ill health, if the child is gifted and talented or when the child has experienced problems.

Where a parent wishes to seek a place for their child outside their normal age group, they should contact the Academy whereupon the process will be explained. The Academy will make its decision on the basis of:

- a. the circumstances of each case and in the best interests of the child concerned
- b. taking account of the parent's views
- c. information about the child's academic, social and emotional development
- d. the child's medical history and the views of a medical professional (where relevant)
- e. whether the child has previously been educated out of their normal age group and
- f. whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Academy will also take into account the views of the head teacher.

When informing a parent of their decision on the year group the child should be admitted to, the Academy will set out clearly the reasons for their decision.

Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group as part of the main admissions round (Year 7 or Year 12) the local authority and Academy will process the application as though it were any other application made as part of the main admissions round, and the same oversubscription criteria shall apply. Where the application falls outside the main admission round, then the in-year admission process shall apply.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the Academy, but it is not in their preferred age group.

Arrangements for appeals panels

Parents/carers will have the right to appeal to an independent appeals panel if they are dissatisfied with an admission decision of the academy. The Department for Education provide official [advice for parents and guardians on school admissions appeals](#). The independent appeals panel will be independent of the academy. The arrangements for appeals will be in line with the [School Admissions Appeals Code \(2012\)](#). The determination of the appeal panel will be made in accordance

with the School Admissions Appeals Code and is binding on all parties. The academy will prepare guidance for parents/carers about how the appeals process will work and provide parents/carers with a named contact who can answer any enquiries parents/carers may have about the process. If a parent/carer is dissatisfied with the outcome of an appeal then should refer to the [academy independent admission appeal panel complaints factsheet](#) provided by the Department for Education.

Arrangements for admission to post-16 provision

The PAN for Year 12 is 125 students. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the key criteria set out on page 2.

The academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades. Admission to a course can be refused if students do not meet the published minimum entry requirements. Where GCSE grades are unavailable then other measures of prior attainment may be deemed acceptable if they are gained through public examinations (for example, qualifications gained in a different country's education system).

Each course has a maximum capacity of 30. Where course entry requirements are met, but the admission of a child into the Sixth Form would cause a course to have more than 30 students then admission to that course may be refused. In these cases, the following criteria will be applied in the order shown:

- 1) Looked after children (children who are in the care of local authorities as defined by Section 22 of the Children Act 1989) will be given first preference.
- 2) Students who have been in Year 11 at the academy will be given preference over students who attended Year 11 at other schools.
- 3) If two students are equally placed on the above criteria then suitability for the course/s chosen by the student will be assessed. The most suited students (based on prior attainment) will be admitted.
- 4) Distance from the academy will be used if students are equally placed on the above criteria. The student who resides nearest to the academy's main gate will be admitted to the course, the distance measured will be the same as described in the academy's main oversubscription criteria on pages 2-3.

The sixth form admissions process will start in September 2025 and applications are due at the end of January 2026. There is no admission to Year 13 unless students have studied in Year 12 at the academy. Precise dates will be published on the academy's website on the Sixth Form page.

Arrangements for admitting students to other year groups

Subject to any provisions in the LA's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the academy must consider all such applications and, if the year group applied for has a place available, admit the child. Such admissions are termed a 'mid-term admission'. A designated number of 180 students applies to Year Groups 8 to 11. However, within the exceptional circumstances set out in the [School Admissions Code\(2014\)](#), the academy may refuse to admit a child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal.

Most mid-term admissions are due to the following circumstances:

- Students who have newly arrived from abroad* or elsewhere in the UK.
- Students returning from extended leave.
- Students who have been re-housed.
- Students placed in the care of the LA.
- Students for whom a transfer of school is being sought.
- Students transferring from another school within Waltham Forest.
- Managed moves.
- Students who have been permanently excluded from a previous school.
- Students attending the Pupil referral unit (PRU) who are ready to be reintegrated back into mainstream school.

***Applications for children arriving from overseas will be treated in accordance with Department for Education guidance "School Admissions: Applications for Overseas Children" (2020). Evidence of the right to reside and study in the United Kingdom will be required.**

There are other mid-term admissions defined by the DFE as 'hard to place'. These include:

- Students out of school as a result of being withdrawn by their family, following a fixed term exclusion.
- Students who have been out of school for longer than one term.
- Refugees and asylum seekers.
- Homeless students.
- Students with unsupportive families where a school place has not been sought.
- Students known to the police or other agencies.
- Students without a school place and with a history of serious attendance problems.
- Traveller students.

The academy will send a representative to the Fair Access Panel (FAP) run by the LA. Where the academy deems it in the best interest of a child presented at the FAP, and where their admission would not cause harm to the education of existing academy students, a child presented at FAP will

be admitted onto the academy's roll. Children presented at FAP might be admitted over the academy's PAN.

Staff roles and responsibilities:

- A designated member of the Senior Leadership team (SLT) will have overall responsibility for admissions and will work with the LA to process applications.
- The Registrar will act as Admissions Manager and be responsible for all administrative tasks linked to mid-term admissions.
- Once the application has been processed Heads of Year (HOY) and the Registrar are responsible for arranging and carrying out the admission interview.
- The Registrar will test students and share relevant information with staff.
- A start date should be given as near to the interview as possible.
- The designated SLT member, HOY, tutor, subject leaders, relevant support staff and reception should be informed of the start date by the SLT lead for admissions
- Details should be given to all staff via email.
- All classes should be allocated prior to the student commencing lessons based on criteria given by subject leaders. This information should be passed to the Data Manager to enable a timetable to be generated and the database to be updated.
- HOY should allocate an existing student to look after the new student.
- The student should report to reception in the main building at 8.15am on the start day.
- The student should be met by their HOY or student support mentor or SLT lead.
- The student should be taken to be photographed.
- The Registrar should issue pass, paperwork, timetable...
- Form tutor to closely monitor the new student and inform HOY of any concerns they may have.

Annual procedures for determining admission arrangements

The academy shall consult every seven years on its proposed admission arrangements, or in any year where it intends to change its admissions arrangements.

The academy will consult by 1 March:

- a) the LA;
- b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- c) Any other governing body for primary and secondary schools (as far as not falling within paragraph (b)) located within the relevant area for consultation.

Unless the academy wishes to change its admissions arrangements, its next consultation is due by 1st March 2027.

Determination of admission arrangements

Following consultation, the academy will consider comments made by those consulted. The academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

The academy will publish its admission arrangements each year once these have been determined, by:

- a) copies being sent to primary and secondary schools in the LA;
- b) copies being sent to the offices of the LA;
- c) copies being made available without charge on request from the academy;
- d) copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents/carers and other persons.

The published arrangements will set out:

- a) the name and address of the academy and contact details;
- b) a summary of the admissions policy, including oversubscription criteria;
- c) a statement of any religious affiliation;
- d) numbers of places and applications for those places in the previous year; and
- e) arrangements for hearing appeals.

Representations about admission arrangements

Where any of those bodies that were consulted, or that should have been consulted, make representations to the academy about its admission arrangements, the academy will consider such representations before determining the admission arrangements. Where the academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the academy's admission arrangements, they can make representations to the Secretary of State for Education. The Secretary of State for Education will consider the representation and in so doing will consult the academy. Where he judges it appropriate, the Secretary of State for Education may direct the academy to amend its admission arrangements.

Those consulted have the right to ask the academy to increase its proposed PAN for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State for Education to direct the academy to increase its proposed PAN. The Secretary of State for Education will consult the academy and will then determine the PAN.

In addition, the Secretary of State for Education may direct changes to the academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State for Education may direct changes to the proposed PAN.

Proposed changes to admission arrangements by the academy after arrangements have been published

Once the admission arrangements have been determined for a particular year and published, the academy will propose changes only if there is a major change of circumstances. For example, in the event of structural damage to the academy buildings. In such cases, the academy must notify those consulted under paragraph 17 above of the proposed variation and must then apply to the Secretary of State for Education setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.

Need to secure the Secretary of State for Education's approval for changes to admission arrangements

The Secretary of State for Education will consider applications from the academy to change its admission arrangements only when the academy has notified and consulted on the proposed changes as outlined above.

Where the academy has consulted on proposed changes, the academy must secure the agreement of the Secretary of State for Education before any such changes can be implemented. The academy must seek the Secretary of State for Education's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

The Secretary of State for Education can approve, modify or reject proposals from the academy to change its admission arrangements.

Records of applications and admissions shall be kept by the coordinating authority (Department for Education) for a minimum period of ten years and shall be open for inspection by the Secretary of State for Education.

Supplementary Information Form (SIF):

A Supplementary Information Form is **not** required for standard admissions. However, where an application is made under the "medical or social needs" criterion, the supporting evidence form must be completed and submitted alongside the main application.

The academy will continue to engage with the Fair Access Panel (FAP) to support hard-to-place children. In exceptional circumstances, the academy may admit over PAN if it is deemed in the best interests of the student and does not adversely affect existing students.