Admissions Policy and criteria for 2027-2028

Date determined	October 2025
Date amended and re-published	N/A
Next review date (for 2029/2030 admissions)	December 2026
Reviewed by	Full Governing Body

Signed:_____ Dated: 16.10.2025

Chair of Governors

Signed:_____ Dated: 16.10.2025

Principal

YEAR 7 ADMISSIONS

The Published Admission Number (PAN) in YEAR 7 is 168.

Oversubscription criteria:

If fewer applications than the stated PAN are received all applicants will be admitted. If the school is oversubscribed, after the admission of pupils with an Education, Health and Care (EHC) plan, where the school is named in the plan, applications will be prioritised in order of the criteria below:

1. Highest priority will be given to “looked after children (LAC) and all previously looked after children (PLAC), 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”. Proof will be required.
2. Priority will next be given to children with siblings at the school.
3. Priority will next be given to children of staff who have been employed by Goldington Academy for two or more years at the time at which the application for admission to the school is made (see notes) or where the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
4. Priority will next be given to children who live closest to the school, based on the shortest distance measured in a straight line from the pupil’s home address to the school library.

If applying these criteria results in there being more children within any of the above categories than the number of available places, the determining factor will be the distance the pupil lives from the school with those living closer to the school receiving the higher priority. The distance will be measured in a straight line, using the Local Authority’s computerised mapping system, from the address point of the pupil’s home address to the school library. Priority will not be given within each criterion to children who meet other criteria. Where there is one remaining place available but the next measured distance is shared equally by more than one applicant, the place will be allocated by lot supervised by an independent person. Where there is one remaining place available and the next child to be considered for admission is one of a multiple birth group, all multiple birth siblings will be admitted even if this exceeds the PAN.

Admissions Process

Normal admissions to Goldington Academy for year 7 are arranged through the coordinated scheme operated by Bedford Borough Council and all applications must therefore be made to them on their standard application form, preferably online.

Parents not living in Bedford Borough should contact their own Local Authority for an application form.

Places are on an equal preference basis as explained in the Bedford Borough school transfer booklet in line with the Local Authority co-ordinated admissions process.

Appeals

Parents who have not been allocated a place for their child will have the right of appeal to an independent panel. Details of how to exercise this right will be included in the notification letter from the local authority following either the coordinated admissions process or applications for casual admission.

Waiting list

The school maintains a waiting list for admission into year 7 until the 31st December of each year. Children not offered a place are kept on the relevant waiting list which has been prioritised according to the oversubscription criteria. The waiting list will be re-prioritised according to the oversubscription criteria each time a child is added.

Casual Admissions

Requests for casual admissions will be considered against the published admission number (PAN) for the year group concerned, which is 168 in each year group.

Admission Outside Normal Age Group

In exceptional circumstances the Governing Body will consider agreeing to the admission of a child to a year group other than is applicable to their chronological age. This may be appropriate, for example, where premature birth has led to children falling into a year group other than would have been the case had they been carried to full term. Similarly, where decisions to allow out of age group education have been taken by previous schools it will normally be appropriate for children to remain with their established year group. Other circumstances will be considered on their merits and in all cases, decisions will be taken in the best interests of the child. All such requests should be made directly to the school at the time of application including any supporting evidence. If they are made as part of the coordinated admissions process the application form should also be completed and submitted to

the local authority. If the request is approved the application will be processed in the normal way. Applications outside that process will be considered as casual admissions.

If a request is denied a place may be offered in the age-appropriate year group.

Notes

- A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

- All references to previously looked after children in the Code mean children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after ***as well as*** 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.

  This means that the other provisions in the Code which apply to PLAC (for example, in relation to the admission arrangements of schools with a religious character, selective arrangements, and boarding priority) apply to internationally adopted previously looked after children (IAPLAC) in exactly the same way as they do to PLAC.

- A sibling refers to a brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of the application and be likely to remain in the school at the proposed date of admission.

- The definition of 'Staff' is any member of staff employed by Goldington Academy, either full or part time who has been employed for two or more years at the time at which the application for admission to the academy is made.

- A pupil's home address will be regarded as the address of the parent / carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents / carers at more than one address, the address used to allocate a school place will be the one at which the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

- Pupils who have an Education, Health and Care (EHC) plan are required to be admitted to the school which is named on the statement or plan, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.