Admissions policy

Theale Green School

Approved by:	Governing Body	**Date:**	October 2026
Last reviewed on:	October 2026		
Next review due by:	October 2027		

Contents

1. Aims 2
2. Legislation and statutory requirements 2
3. Definitions 2
4. Normal point of admission and how to apply 3
5. Requests for admission outside the normal age group 3
6. Allocation of places 3
7. In-year admissions 5
8. Appeals 5
9. Monitoring, determination and publication 6
10. Sixth Form admissions 6

---

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. 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.

This policy complies with our funding agreement and articles of association.

3. Definitions

Normal admissions round: the period during which parents apply for a state-funded school place at a school's normal point of entry using the common application form provided by their home local authority.

Children in Care: a child who, at the time of making an application to a school, is in the care of a local authority or is being provided with accommodation by a local authority in the exercise of its social services functions, as defined by section 22 of the Children Act 1989.

Previously looked-after child: a child who was 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 England and ceased to be in state care as a result of being adopted.

Parent: any person who has parental responsibility for the child or who has care of the child.

Sibling: a brother or sister, including a step-sibling, foster sibling, adopted sibling and a child of the parent/carer's partner, provided the children live together as part of the same family unit. For priority under these arrangements, the sibling must be on roll at Theale Green School and expected to continue to attend the school in the academic year for which admission is sought.

Permanent home address: the address at which the child normally lives with their parent or carer. The detailed address provisions in section 6.3 apply.

4. Normal point of admission and how to apply

The normal point of admission is Year 7 in September 2028. This applies to children born between 1 September 2016 and 31 August 2017.

For applications in the normal admissions round, parents must apply using the common application form provided by the local authority in which they live (their home local authority), regardless of where the preferred school is located. Applications must be submitted by the national secondary closing date specified in the relevant co-ordinated admissions scheme. The offer of a school place will be made by the home local authority.

Theale Green School participates in the co-ordinated admissions arrangements operated by West Berkshire Council. Applications received directly by the school during the normal admissions round will be referred to the applicant's home local authority.

5. Requests for admission outside the normal age group

Parents may request that their child is admitted to a year group outside their normal age group. Requests should be made in writing to Theale Green School and should explain why admission outside the normal age group is considered to be in the child's best interests. Parents may provide any supporting evidence they consider relevant.

The admission authority will make a decision on the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, consideration will include:

the parent's views

- information about the child's academic, social and emotional development
- where relevant, the child's medical history and the views of a medical professional
- whether the child has previously been educated outside their normal age group
- whether the child may naturally have fallen into a lower age group if they had not been born prematurely
- the views of the headteacher

Parents will be informed in writing of the decision and the reasons for it. Wherever possible, a request relating to a relevant age group will be considered in time for the parent to know the decision before the normal admissions closing date.

Where a request is agreed and the child will be admitted to a relevant age group, the application will be processed as part of the normal admissions round, where this remains possible, and in accordance with these admission arrangements. The application will not receive lower priority because admission outside the normal age group has been agreed.

Parents have a statutory right of appeal against the refusal of a school place. There is no statutory right of appeal against a decision to offer a place at the school but not in the parent's preferred age group.

6. Allocation of places

6.1 Published admission number (PAN)

The Published Admission Number for entry to Year 7 in September 2028 is 180.

The Year 12 external admission number is 60. This is the number of places available to applicants who are not already on roll at Theale Green School in Year 11. Internal students progressing from Year 11 do not count towards the external admission number, but must meet the same academic entry requirements for the sixth form and individual courses as external applicants.

6.2 Oversubscription criteria

Children whose Education, Health and Care (EHC) Plan names Theale Green School will be admitted. These children are admitted under the statutory EHC Plan process and are not ranked under the oversubscription criteria below.

If the school is not oversubscribed, all applicants will be offered a place. If there are more applications than places available, places will be allocated in the following order:

A. Looked-after and previously looked-after children
Looked-after children and all previously looked-after children, including children who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.

B. Catchment area children
Children whose permanent home address is within Theale Green School's catchment area. Where it is necessary to distinguish between applicants within this criterion, priority will first be given to children who have a sibling at the school who is expected to continue to attend in the following academic year. The distance tie-break in section 6.4 will then apply.

C. Siblings and children of staff
Children living outside the catchment area who have a sibling at Theale Green School who is expected to continue to attend the school in the following academic year; and children of members of staff at Theale Green School where the member of staff has been employed at the school for two or more years at the time the application is made, and/or was recruited to fill a vacant post for which there is a demonstrable skill shortage.

D. Other applicants
All other applicants.

6.3 Home address and catchment area

The child's permanent home address is used to determine catchment and distance priority. This must be the residential address at which the child normally lives. Temporary addresses used solely to obtain a school place will not be accepted.

Where a child lives at more than one address because parents share care, the address used will normally be the address at which the child spends the majority of the school week. If care is genuinely shared equally, the admission authority will determine which address should be used from the evidence available. Evidence may be requested to establish the child's normal residence.

Where a family is moving home, the address to be used, and the date by which evidence of a move must be supplied for the normal admissions round, will be dealt with in accordance with the relevant West Berkshire co-ordinated admissions scheme. A future address must not be used unless it can properly be accepted under that scheme.

If an offer is obtained through a fraudulent or intentionally misleading application, including misleading address information, the offer may be withdrawn in accordance with section 6.9.

6.4 Tie-break

Within each oversubscription criterion, priority will be given to the applicant whose permanent home address is closest to Theale Green School. Distance will be measured using the West Berkshire Council admissions geographical information system as a straight-line distance between the home address and the school, using the relevant property location points held within the National Land and Property Gazetteer or its successor dataset.

Where two or more applicants cannot otherwise be separated because the measured distance is identical, random allocation will be used as the final tie-break. The random allocation process will be independently verified.

Where applications are received for twins or children from a multiple birth and there are insufficient places for all of them, the admission authority will apply the published arrangements and any applicable provisions of admissions law and the School Admissions Code.

6.5 Waiting lists

A waiting list will be maintained for Year 7 until at least 31 December 2028. Places that become available will be offered in accordance with the oversubscription criteria in this policy. The waiting list is not ordered by the date an application was received or by the length of time a child has been on the list.

Whenever a child is added to or removed from a waiting list, the list will be re-ranked in accordance with the published oversubscription criteria. A child's position can therefore move up or down. Looked-after children, previously looked-after children and children allocated a place in accordance with the Fair Access Protocol will take precedence over children on the waiting list where required by the School Admissions Code.

6.6 Fair Access Protocol

Theale Green School participates in West Berkshire Council's Fair Access Protocol. The protocol helps ensure that unplaced and vulnerable children, and children having difficulty securing a school place in-year, are allocated a school place as quickly as possible. Eligibility for the Fair Access Protocol does not prevent a parent from making an in-year application.

6.7 Challenging behaviour

The school 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, except where the specific statutory provisions relating to children who have been permanently excluded twice apply. For an in-year application to a year group that is not the normal point of entry, the admission authority may rely on the provisions concerning challenging behaviour only where the circumstances and requirements set out in the School Admissions Code are met.

6.8 Children of UK service personnel and Crown servants

For families of UK service personnel with a confirmed posting, or Crown servants returning from overseas, applications will be processed in advance of the family arriving in the area where the requirements of the School Admissions Code are met. The address at which the child will live will be used when applying the oversubscription criteria where appropriate evidence is provided. A Unit or quartering address will be used where a parent requests this.

6.9 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. In-year admissions

Parents may apply for a school place at any time. Theale Green School takes part in West Berkshire Council's arrangements for in-year admissions. Current information about how to apply, including the appropriate application route and form, will be published on the school website and/or West Berkshire Council's website as applicable.

If there is a place available in the relevant year group, a place will be offered unless a lawful exception applies. Where there are more applicants than places available, applications will be ranked using the oversubscription criteria in section 6.2. Parents must not be refused the opportunity to make a formal application.

Parents will be notified in writing of the outcome of an in-year application within 15 school days of receipt. Where an application is refused, the notification will give the reason for refusal, information about the right of appeal, the deadline for lodging an appeal and the relevant contact details.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Admissions@westberks.gov.uk

You can find details of the school's appeals timetable on the following webpage:

https://www.westberks.gov.uk/article/40443/Appealing-against-a-school-admission-decision

9. Monitoring, determination and publication

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangements are to apply.

10. Sixth Form admissions

10.1 Admission to Year 12

Students already attending Theale Green School and external applicants may apply for admission to Year 12. Admission is based on the published academic entry requirements for the sixth form and, where relevant, the entry requirements for individual courses. Academic entry requirements will be applied in the same way to internal and external applicants.

Admission will not depend on an interview. A meeting may be held to discuss course options and academic requirements, but it will not form part of the decision on whether to offer a place.

10.2 Academic entry requirements

The minimum academic entry requirement for admission to Year 12 is five GCSEs at Grade 4 or above. Individual courses may have additional subject-specific academic entry requirements. Details of these requirements will be published in the Sixth Form prospectus and applied equally to internal and external applicants.

10.3 Oversubscription criteria for external applicants

Where the number of external applicants who meet the academic entry requirements exceeds the Year 12 external admission number, the following oversubscription criteria will be applied in order:

Looked-after and previously looked-after children who meet the academic entry requirements, including children who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.

Other external applicants who meet the academic entry requirements, ranked using the distance tie-break in section 6.4.

Internal students who meet the academic entry requirements are not subject to the external admission number.

10.4 Sixth Form appeals

Where a sixth form application is refused, the parent has a right of appeal. A young person may also appeal in their own right. Where both the parent and the young person appeal in relation to the same decision, these are not separate appeal hearings.