THE GRANGE ACADEMY

DETERMINED ADMISSION POLICY FOR 2026/2027

Introduction

1. This Admission Policy is part of the admission arrangements for The Grange Academy (**Academy**), which is part of Future Academies (**Trust**), a multi academy trust.

2. The Academy is a co-educational, non-selective, publicly funded secondary school welcoming applications for the admission of children/external applicants regardless of aptitude, ability, special educational or other needs, disabilities or other protected characteristics.

3. The Academy admits children into Year 7, who will usually continue until they finish the compulsory phase of their education in Year 11. The Academy has a sixth form (Years 12 and 13) which caters for transferring Year 11 pupils, as well as external applicants.

4. The 'admission authority' for the Academy is the Trust via its Board of Trustees, who can delegate their admission functions to the Academy's Local Governing Body, who in turn may delegate to an Admission Committee formed of at least three Local Governors as appropriate.

5. The application of this policy and the performance of all admission related functions are carried out by the Trust, Academy, Local Governing Body and Admission Committee in compliance with the School Admissions Code 2021 (**Admissions Code**) and the School Admission Appeals Code 2022 (**Appeals Code**), as well as other relevant laws such as the Equality Act 2010, Human Rights Act 1998, and the law and statutory guidance relating to special educational needs.

6. In education law and this policy, a 'parent' means a natural or adoptive parent of a child/external applicant (regardless of whether they have care of, contact with and/or parental responsibility for the child/external applicant), as well as other persons who are not the natural or adoptive parent of the child/external applicant but who have care of and/or parental responsibility for them.

7. In determining whether a 'parent' has care of a child or young person at the time of application or appeal, any absence of the child or young person at a hospital or boarding school and any other temporary absence will not be taken into account.

8. This policy refers to applicants for places as follows:

   8.1 Applicants for places in Year 7 to Year 11 are referred to as "children".

8.2 Applicants for places in Year 12 and Year 13 are referred to as "external applicants".

8.3 Applicants for places in Year 12, who are existing pupils in Year 11, are referred to as "internal pupils."

8.4 Where something applies to children, external applicants and internal pupils, these will be referred as "all applicants".

All applicants with an Education, Health and Care Plan (EHCP)

9. Children/external applicants with an EHCP are not admitted under this policy, they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice published by the DfE. Their EHCPs are maintained by their home Local Authority, which is responsible for deciding which educational setting will be named in the EHCP as the one the child/external applicant will attend.

10. Where the parents of a child/external applicant with an EHCP want them to be educated at the Academy, they must discuss this with the SEN team at their home Local Authority. The home Local Authority may then consult the Academy on its suitability and compatibility, before deciding whether or not to name the Academy in the child/external applicant's EHCP.

11. Where the Academy is named in section I of the EHCP, it will admit the applicant. Where this happens in the 'normal admission round' (i.e. admission to Year 7 or Year 12 at the start of September), these places will be allocated within the PAN, reducing the number remaining for allocation under this policy. Where this happens at any other time, they will be admitted when the Academy is named regardless of numbers.

Child/external applicant's Home Address

12. The child/external applicant's home address is defined below, and it is the address meeting this definition that must be stated in the application and will be used when processing the application.

13. The child/external applicant's home address is the residential (not business) address at which they will normally live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time, at the time of their application. The home address will usually (but not always) be the address at which the child/external applicant is registered with their GP, hospital, dentist and/or optician, at the time of application.

14. Where the child/external applicant resides with more than one parent and there is a factual 50% split between the time described above, the home address will be that used in the application.

15. Parents will be expected to provide satisfactory documentary evidence of the child/external applicant's home address, and/or the home address of others (e.g.

siblings, children of staff) where appropriate. This may include family court orders setting out child arrangements and/or proof of ownership and renting.

16. Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the child/external applicant's permanent home address may be requested. If the child/external applicant/sibling moves address during the course of the application process Hertfordshire County Council, and (if different) their home Local Authority must be notified as soon as possible, and provided with satisfactory documentary evidence that the new address meets the definition, and of the expected moving date.

17. Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas (and distance is relevant), the address used will be the address at which the child/external applicant will live when they return, as long as the parents provide some evidence of this address. Alternatively, a Unit or Quartering address may be used, at the parent's request.

Admission to Year 7 to Year 11

Published Admission Number (PAN) for Year 7

18. The PAN for Year 7 is 210.

Oversubscription Criteria for Year 7 to Year 11

19. Where there are fewer applications than places available, all children will be offered a place. Where there are more applications than places available, places will be offered to children in the following categories in this order of priority:

19.1. **Looked after and previously looked after children**

A 'looked after child' is one who is (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, in England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social

Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head (**VSH**) at the Local Authority has already verified the child's status and the Academy is able to confirm this with them, there will be no need for documentary evidence to be provided with the application.

19.2. **Children with an exceptional medical and/or social need to attend The Grange Academy**

The child must have an exceptional medical and/or social need that means that only The Grange Academy is suitable for them to attend and no other local school would be suitable.

Exceptional Medical and/or Social Need information must be submitted with the application for admission via the local authority for inclusion in this category to be considered.

Parents should note that the criteria in this category set a high threshold to meet. For the avoidance of doubt, simply having a medical, behavioural or mental health condition, and/or special educational or other needs, will not be sufficient without other compelling evidence from the professional that only The Grange Academy is suitable for the child to attend, and no other local school is suitable, and this is caused by the child's exceptional need.

A completed Exceptional Medical and/or Social Need Form (published on the Academy's website or available from the Academy's main office) must be submitted with the application for admission for inclusion in this category to be considered for sixth form admissions. Part A of this form must be completed by the parent whose details are given in the application for admission. The form must then be given to a medical or other professional (e.g. GP, hospital consultant, psychiatrist, psychologist or social worker) for completion of Part B, signing, dating and stamping, before it is submitted with the application. This form has been carefully prepared to ask questions designed to elicit information from the professional that is necessary to apply the criteria in this category. It replaces the need for separate evidence from a professional to be provided.

Children deemed not to meet the criteria for inclusion in this category will be placed into the next category that applies to them below. Parents should therefore ensure that they provide full information/supporting documentation as set out below in case their child does not achieve a place in this category.

19.3. **Children with a sibling at The Grange Academy at the time of application and starting at the Academy**

The sibling must be on the roll in any year group (including Years 12 and 13) at The Grange Academy at the time of application and will still be on the roll when the applicant child starts at the Academy. For the avoidance of doubt, this means that siblings in Year 11 or 13 who will have left at the time the applicant child starts at the Academy will not meet the definition of a 'sibling'.

A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister of an applicant who falls under the definition of a looked after child, a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner where they have cohabited for at least one year.

In all cases, the sibling must live at the applicant child's home address (as defined in this policy) as part of the same core family unit. For the avoidance of doubt, a child of an extended family member (e.g. cousin, grandchild), or the child of a friend, will not meet the definition of a 'sibling' even if they live at the same address as the applicant child.

Parents will be expected to provide satisfactory documentary evidence of the child applicant's home address, and/or the home address of others (e.g. siblings, children of staff), and/or family relationships where appropriate. This may include family court orders and/or birth certificates and/or proof of ownership and renting.

19.4. **Children of staff at The Grange Academy**

The staff member must have been:

a) employed at The Grange Academy for more than 50% of their working week during term time on a permanent contract or consecutive fixed term one-year contracts for two or more years at the time of application;

and/or;

b) recruited to fill a vacant post at The Grange Academy, for more than 50% of their working week during term time, on a permanent contract or fixed term one year contract, for which there was a demonstrable skill shortage.

The staff member may be full or part-time, teaching or non-teaching staff. For the avoidance of doubt, it is not possible for staff to have priority for their children

at more than one academy within the Trust.
A 'child of a staff member' means their birth child, adopted child, long term foster child, step-child (the child of their spouse or civil partner) or the child of their cohabiting partner whose 'home address' is the same as the staff member within the definition set out in this policy.

A completed, signed and dated Children of Staff Form must be submitted with the application in order to ensure that eligibility under this criterion is identified. The staff member must be the parent whose details are given in the application form, as obtaining the details of more than one parent is prohibited.

19.5. **All other children**

All applicant children not included in any of the criteria above will be allocated places in this criterion.

If there are more children than remaining places after the oversubscription criteria have been applied, places will be allocated in accordance with the tie breaker.

Tie Breaker

20. In the oversubscription categories at **Paragraphs 19.1, 19.2, 19.3 and 19.4** above, where there are more applications in a criterion than there are places available, the order in which places will be allocated will be determined by random allocation, which will be performed in front of a person who is independent of the Academy.

21. In the oversubscription categories at **Paragraphs 19.5** above, where there are more applications than places available, the order in which places are allocated will be determined by reference to the distance between the child's home address the Academy, with those living closer receiving higher priority.

22. Distances will be measured by Hertfordshire County Council using their dedicated computerised mapping system designed for this purpose, which measures the distance in a straight line to two decimal places. The measurement is taken from the AddressBase Premium address point for the child/external candidate's home address (as defined below) to the address point for the Academy. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

23. Where the distance between two or more children is equal (e.g. where they may live in the same block of flats), the order in which places are allocated will be determined by random lottery, which will take place in front of a person who is independent of the Academy.

24. In the case of twins, triplets or siblings of a higher multiple birth, where one or more of

this sibling group achieve a place in the usual way, but the remaining sibling(s) do not, all of them will be offered a place even where this means exceeding the PAN or normal maximum pupil number for that year group.

Application Process in the 'Normal Admission Round' (Year 7)

25. All local authorities are required to coordinate admission in the 'normal admission round' for all schools in their area.

26. The **'normal admission round'** for applications for admission to Year 7 in September covers all applications made by the statutory deadline for applications (**31 October 2025**), as well as applications made after this date but in time for the Local Authority to offer a place by 'national offer day' (**1 March 2026 or the next working day**).

27. Applications in the 'normal admission round' for Year 7 must be made to the child's home Local Authority using their Common Application Form, which will be available on their website. For children resident in Hertfordshire County Council, the webpage can be accessed by clicking on this link **here**.

28. Parents must carefully consider the oversubscription criteria above to check whether any additional forms or documentation must accompany the application for inclusion in a particular oversubscription criterion, as failing to do so is likely to prevent the right criterion being identified, which could result in a place not being offered.

29. A **'late application'** is one received before the first day of term but not in time for the Local Authority to offer a place on 'national offer day'. As these applications cannot be processed until after the first round of place allocations has happened, this is likely to adversely impact on the chances of achieving a place. Parents are therefore strongly encouraged to submit applications by the statutory deadline.

Admission to Year 12 and Year 13

Published Admission Number (PAN) for Year 12

30. The PAN for Year 12 is 25.

31. This PAN relates to external applicants for Year 12 only, as internal pupils are already on the roll and do not need to apply for admission under this policy.

32. Internal pupils will transfer from Year 11 to Year 12 if they meet the Minimum Academic Entry Criteria below and want to continue their education into Year 12.

33. On GCSE results day when the number of internal pupils transferring to Year 12 is

known, it is possible that additional external applicants can be offered places above the PAN stated above.

34. For the avoidance of doubt, the oversubscription criteria do not apply to internal pupils.

Minimum Academic Entry Criteria (MAEC) for Year 12

35. All external applicants and existing Year 11 pupils must meet the MAEC included in the table below to be considered for a place in Year 12:

Course	Minimum Academic Entry Criteria (MAEC)
BTEC	A minimum of six GCSEs (or equivalent) at Grade 4, including mathematics and either English literature or language, plus Subject Specific Requirements.
3 A levels	A minimum of eight GCSEs (or equivalent) at Grade 5, including mathematics and either English literature or language, plus Subject Specific Requirements.
4 A levels	A minimum of eight GCSEs (or equivalent) at Grade 6, including mathematics and either English literature or language, plus Subject Specific Requirements.
Subject Specific Requirements	Each course has its own specific requirements relating to the subject. These are set out in the Sixth Form Subject Guide, which is published on the Academy's website with the admission arrangements.

36. The MAEC included in the table above set a threshold which, once reached, puts all external applicants on an equal footing for places, with the oversubscription criteria and tie breaker below being applied to determine who will be allocated places where there are more eligible external applicants than places available. For the avoidance of doubt, applicants achieving higher grades will not receive higher priority and places will not be allocated by reference to grades from highest to lowest.

37. The MAEC are part of the Academy's determined admission arrangements and will therefore be strictly applied. They may only be adjusted for internal Year 11 pupils or external applicants where this is necessary in order to avoid a particular/substantial disadvantage caused by a disability or other protected characteristic with respect of the achievement of required grades which has not already been addressed during the examination process via special consideration or access arrangements.

Oversubscription Criteria for Years 12 and 13

38. Where there are fewer applications than places available, all external applicants will be offered a place. Where there are more applications than places available, the order in which places will be allocated will be:

38.1. **Looked after and previously looked after external applicants**

A 'looked after external applicant' is one who is (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, in England. A 'previously looked after external applicant' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as an external applicant who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence, such as a signed letter from the external applicant's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of external applicants adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head (**VSH**) at the Local Authority has already verified the external applicant's status and the Academy is able to confirm this with them, there will be no need for evidence to be provided with the application.

38.2. **All other external applicants**

All external applicants not included in the criterion above will be allocated places in this criterion.

If there are more external applicants than remaining places after the oversubscription criteria have been applied, places will be allocated in accordance with the tie breaker.

Tie Breaker

39. In the oversubscription categories at **Paragraphs 38.1 and 38.2** above, where there are more applications than places available, the order in which places are allocated will be determined by reference to the distance between the external applicant's home

address the middle of the main gate to the Academy on London Road in a straight line, with those living closer receiving higher priority.

39. The point from which distance is measured at the child's normal home address is determined by the Ordnance Survey ADDRESS-POINT, which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File (PAF®). The PAF contains postal address data for approximately 26 million delivery points. These delivery points include premises that are shown on Ordnance Survey large-scale mapping data, such as buildings or permanent mobile and park homes, plus other features such as temporary buildings and houseboats.

41. Where the distance between two or more external applicants is equal (e.g. where they may live in the same block of flats), the order in which places are allocated will be determined by random lottery, which will take place in front of a person who is independent of the Academy.

42. In the case of twins, triplets or siblings of a higher multiple birth, where one or more of this sibling group achieve a place in the usual way, but the remaining sibling(s) do not, all of them will be offered a place even where this means exceeding the PAN or normal maximum pupil number for that year group.

Application Process for Admission to Year 12 in September

43. Applications for the admission of external applicants to Year 12 in September must be made directly to the Academy by completing a Sixth Form Admission.

44. This application form will be available via an online form after the Sixth Form Open Evening here, or it can be downloaded and printed out or obtained in hard copy format from the Academy's main office and submitted to the Academy by post/hand delivery to the Academy's main office marked for the attention of the Admission Committee.

45. Parents/external applicants must carefully consider the oversubscription criteria above to check whether any additional documentation should accompany the application for inclusion in a particular category, as failing to do so could prevent the correct highest category being identified, which could result in a place not being offered.

46. Applications should be submitted by the **19th December 2025**. All applications received will be processed and conditional offers of a place will be made to external applicants on or before **Friday 13 February 2026** on the basis of their predicted GCSE grades.

47. External applicants who have received a conditional offer who subsequently achieve the MAEC (including Subject Specific Requirements for the courses they applied for) on GCSE results day will receive a firm offer of a place on sight of original documentary evidence of their GCSE grades.

48. External applicants without a conditional offer should nevertheless still attend the Academy on GCSE results day with original documentary evidence of their GCSE grades, as places may still be available once the actual grades of all applicants are known and firm offers have been made.

Other general matters

Application Process for In-Year Admission

49. An **'in-year application'** is one made for Year 7 or Year 12 on or after the first day of term in September, or for any other year group at any time.

50. The PANs set for **Year 7 and Year 12** apply throughout the year of admission, but cease to apply at the end of that school year when the cohort moves to the next year group. This means that in-year applications made for Year 7 and Year 12 may be refused on the basis that there are **no places available within the PAN**.

51. In respect of **all other year groups**, a place will be offered unless admitting an additional child/external applicant would **prejudice the efficient provision of education, and/or the efficient use of resources**, at the Academy.

52. Where multiple in-year applications for the same year group are received and processed at the same time, and it is established that some but not all can be offered a place within the PAN/without causing prejudice, the oversubscription criteria and tie breaker set out above will be applied to determine which children/external candidates will be offered the available places.

53. In respect of Year 7 to Year 11, in-year applications must be made directly to the Academy by completing an In-Year Admission Application Form. This form can be downloaded and printed out here or obtained in hard copy format from the Academy's main office and then submitted to the Academy either to by email to admissions.thegrange@futureacademies.org or by post/hand delivery to the Academy's main office marked for the attention of the Admission Committee.

54. In respect of Year 12 to Year 13, in-year applications must be made directly to the Academy by submitting a Sixth Form Admission Form. This form can either be completed online via the Academy's website by clicking here, or it can be downloaded and printed out or obtained in hard copy format from the Academy's main office and then submitted to the Academy either to by email to admissions.thegrange@futureacademies.org or by post/hand delivery to the Academy's main office marked for the attention of the Admission Committee.

55. In all cases, parents/external applicants must carefully consider the oversubscription

criteria above to check whether any additional forms or documentation must accompany the application for inclusion in a particular oversubscription criterion, as failing to do so could prevent the right criterion being identified, which could result in a place not being offered.

56. All In-Year applications will be processed in line with the above and the outcome of in-year applications will be notified in writing to parents within a maximum of **15 school days** of receipt and notified of their right of appeal.

Requests for Admission Outside Normal Age Group

57. Parents have a right to request permission for admission to a year group outside their normal age group, which may be above or below, however this is not an absolute right. The request will be considered by the Admission Committee who must decide whether to agree it in principle, or refuse it, taking into account the factors set out below.

58. These requests are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make these requests as early as possible, ideally well ahead of any deadlines for their normal age group, so that they make informed decisions as to preferences when they subsequently apply for admission. A request must be made to the 'admission authority' for each school for which admission is desired outside normal age group, as the outcome may not be the same for all.

59. The Admission Committee make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, the Principals' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This is not an exhaustive list, and parents may put forward any matters or documents for consideration.

60. Parents must submit information relating to admission outside of normal age group to their local authority when applying for a place at The Grange Academy. Parents must Request for Admission Outside Normal Age Group by submitting a claim to the Academy. This Admission Outside Normal Age Group form can be downloaded and printed out from the Academy website or obtained in hard copy format from the Academy's main office and then submitted to the Academy either by email to admissions@futureacademies.org or by post/hand delivery to the Academy's main office marked for the attention of the Admission Committee.

61. Parents/external applicants do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, however they may complain to the Academy about the outcome under its published Complaints Policy, if they wish.

Statutory Right of Appeal

62. Parents/external candidates have a statutory right of appeal to an independent Admission Appeal Panel against the refusal of a place at the Academy. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.

63. All appeals will be dealt with strictly in accordance with the School Admission Appeals Code 2022 (as revised and republished from time to time).

64. The Academy will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before **28 February 2026**.

65. If you wish to appeal, please use this link to complete your appeal online. Please do NOT use ANY other appeal form or send your form to your local authority. It is **highly recommended** that you download the explanatory booklet about appeals which you should read **before** you complete the appeal form (Booklet Link).

Waiting/Continued Interest List

66. The Academy operates a waiting/continued interest list for each year group, throughout the whole of the school year. All names are deleted at the end of each school year, unless parents contact the Academy to say that they want their child/external applicant's name to remain on the list for the next year group the following year.

67. In Year 12, the Academy operates a waiting/continued interest list until 31 December following the admission of the cohort in September, after which time the list is deleted. No list is maintained for the remainder of Year 12 or for Year 13.

68. Waiting/continued interest lists are ranked by reference to the oversubscription criteria above, and not by reference to the date that the child/external applicant's name was added to the list. This means a child/external applicant's name can go up, as well as down, the list as more names are added.

69. When a place becomes available, if there is more than one child in the highest category, the relevant tie breaker in that category will be applied to determine which child will be offered the place.

70. Children allocated a place under their Local Authority's Fair Access Protocol (which all schools are required to participate in) will take precedence over children on the waiting/continued interest list as those children can be admitted over PAN.

Review and Determination of Admission Arrangements

71. The admission arrangements for an Academy must be determined every year by the Admissions Committee. Where any changes are proposed from the substantive criteria determined for the previous intake, these must be consulted on for a minimum of 6 calendar weeks between 1 October and 31 January ahead of determination on or before 28 February.

72. The admission arrangements for the 2026 intake were determined by the Admission Committee on 21st January 2025.

73. Please submit any queries regarding these admissions arrangements directly to the Admissions Committee via: admissions@futureacademies.org.

---END---