



**Cabot**  
Learning  
Federation

Monkton  
Wood  
Academy  
Admissions  
Policy  
2027/28  
Years 12-13

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## **1 Policy Statement**

- 1.1 The purpose of this policy is to make clear the admissions process for Monkton Wood Academy.
- 1.2 The CLF has agreed that the admission arrangements will remain in line with the agreed arrangements for Somerset Local Authority and the Secretary of State.

## **2 Equalities Impact Assessment**

An Equalities Impact Assessment has been carried out. The assessment concluded that there was no adverse impact identified for any groups of people with protected characteristics. The full Equalities Impact Assessment Report can be obtained from [governance@clf.uk](mailto:governance@clf.uk).

## **3 Reference to other relevant policies**

- 3.1 Please see the academy website for further information.

## **4 Legislation or non-statutory guidance**

4.1 The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles outlined in the School Admission Code (DFE 2021), which all academies are required to adhere to via the Funding Agreement between Monkton Wood Academy and the Secretary of State.

## **5 Roles and Responsibilities**

- 5.1 The 'admission authority' for the Academy is the Federation via its Board of Trustees
- 5.2 The Federation delegates its admission related functions to the Academy's Local Academy Council, who approve the Admission Policy
- 5.3 The Admission Committee formed of at least three Local Councillors consider in year admissions and requests for admission outside normal age range.
- 5.4 The Principal is responsible for the implementation and application of this policy.
- 5.5 Local Authority co-ordinates admissions in the normal admission round for all schools in the area.

## **6 Data Protection Implications**

6.1 Data collected during the admission process will be handled in accordance with the Trust Data Protection and Records Retention policies.

## **7 Introduction**

- 7.1 This Admission Policy is part of the admission arrangements for Monkton Wood Academy (Academy), which is part of Cabot Learning Federation (Federation), a multi academy

trust. This admission policy applies only to applications to the 6<sup>th</sup> form (Years 12 and 13), which is known as The Space.

- 7.2 The Academy welcomes applications for admission regardless of special educational or other needs, disabilities or other protected characteristics.
- 7.3 The 'admission authority' for the Academy is the Federation, via its Board of Trustees. These functions are carried out in compliance with the School Admissions Code 2021 (Admissions Code) and the School Admission Appeals Code 2022 (Appeals Code), along with other relevant law relating to equality, human rights and special educational needs. The Federation delegates its admission tasks to an Admission Committee].]
- 7.4 In education law and this policy, a 'parent' means a birth parent or adoptive parent of an external applicant (irrespective of whether they have care of, contact with or parental responsibility for, the external applicant), as well as other persons who are not the birth parent or adoptive parent of the external applicant but who have care of and/or parental responsibility for them.
- 7.5 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.
- 7.6 In this policy, all applicants for places in Year 12 and Year 13 are referred to as "external applicants".
- 7.7 Applicants for places in Year 12, who are existing pupils in Year 11, are referred to as "internal pupils".
- 7.8 Where something applies external applicants and internal pupils, these will be referred to as "all applicants".

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

- 8.1 All applicants with an EHCP are not admitted under this policy as they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25 years and Part 3 of the Children and Families Act 2014. Their EHCPs are maintained by their home Local Authority, who are responsible for making decisions as to which educational setting will be named in the EHCP as the one they will attend.
- 8.2 Parents of all applicants with an EHCP who want them to be educated in the sixth form at the Academy 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 to name the Academy in the EHCP.
- 8.3 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 12 at the start of September), their place will be allocated before others within the PAN, reducing the number remaining. Where this happens at any other time, they will be admitted when the Academy is named regardless of numbers.

## **9 Published Admission Number (PAN) for Year 12**

- 9.1 The PAN for Year 12 is 35.
- 9.2 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.
- 9.3 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.
- 9.4 On GCSE results day when the number of internal pupils transferring to Year 12 is known, additional external applicants can be offered places in line with the PAN stated above and this will be done in accordance with the oversubscription criteria applicable to sixth form.
- 9.5 For the avoidance of doubt, the oversubscription criteria does not apply to internal pupils.

## 10 Minimum Academic Entry Criteria

- 10.1 External applicants and internal pupils must meet the MAEC included in the table below to be considered for a place in Year 12.
- 10.2 All applicants that do not achieve a grade 4 or above in English or Maths GCSE will be required to re-sit these subjects in Year 12, alongside their studies.
- 10.3 The minimum academic entry criteria is either a grade 3 or above in either GCSE English Literature or GCSE English Language, OR grade 4 or above in any Level 2 qualification in the performing arts (i.e. Dance, Drama, Music, Performing Arts.)
- 10.4 The MAEC included 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, external applicants achieving higher grades will not receive higher priority and places will not be allocated by reference to grades from highest to lowest.
- 10.5 The MAEC are part of the Academy's determined admission arrangements and will therefore be strictly applied. They may only be adjusted for internal 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 have not already been addressed during the examination process via special consideration or access arrangements.

## 11 Oversubscription Criteria for Year 12 to Year 13

11.1 Where there are fewer applications than places available, all external applicants will be offered a place.

11.2 Where there are more applications than places available, the order in which places will be allocated will be:

### **11.3 Looked after and previously looked after children**

11.3.1 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.

11.3.2 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 Order 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.

11.3.3 Applications in this criterion 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. Documentary evidence **must only** include confirmation of the external applicant's status as a Looked After External Applicant or Previously Looked After External Applicant and no other details such as personal details about parents and families, the first language of the external applicant, details of parents' or an external applicant's disabilities, special educational needs or medical conditions.

11.3.4 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 Admissions priority for children adopted from state care outside England will be followed. The guidance can be found [here](#).

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 documentary evidence to be provided with the application.

11.3.5 Where no documentary evidence can be provided, the application will be considered on the available evidence.

### **11.4 All other external applicants**

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

## **12 Tie Breaker for applications to Year 12 to Year 13**

12.1 Where there are more applicants than places in any of the oversubscription criteria above, the order in which places are allocated will be determined by reference to the distance between the child's home address (as defined in this policy) and the centre of

the main gate to the Academy, on School Road, Monkton, Heathfield, Taunton, TA2 8PD with those living closer having higher priority.

- 12.2 Distance will be measured on the Academy's behalf by Somerset Council and is measured in a straight line between the designated address point for the child's home and the designated central point within the main school building for the Academy, using Somerset Council computerised mapping system designed for this purpose.
- 12.3 Where the distance between two or more external applicants is equal (e.g. where they may live in the same block of flats), random lottery will be used to determine the order in which places are allocated, which will take place in front of a person who is independent of the Academy.
- 12.4 Where applications are received for the admission of twins, triplets or siblings of higher multiple births to the same year group at the same time, but not all of them are allocated a place because of the application of the tie breaker for the final place(s), all of them will be allocated a place regardless of pupil numbers.]

### **13 Home address**

- 13.1 The home address is defined below. It is the address meeting this definition that must be stated in the application, and which will be used when processing the application.
- 13.2 The 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 external applicant is registered with their GP, hospital, dentist and/or optician, at the time of application.
- 13.3 Where the 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.
- 13.4 Parents will be expected to provide satisfactory documentary evidence of the external applicant's home address, and/or the home address of others (e.g. siblings, children of staff) where appropriate. This may include proof of ownership and renting.
- 13.5 Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the external applicant's permanent home address may be requested. If the external applicant/sibling moves address during the course of the application process, Somerset 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.

13.6 Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the 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.

#### **14 Application Process for admission to Year 12 in September**

14.1 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 Application Form'.

14.2 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 by email to [admissions@clf.uk](mailto:admissions@clf.uk) or by post/hand delivery to the Academy's main office marked for the attention of the Admission Committee.

14.3 Parents/external applicants must carefully consider the oversubscription criteria above to check whether any additional 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.

14.4 Applications must be submitted by the last Friday in June. All applications received will be processed. [conditional offers of a place will be made to external applicants on or before the last Friday in July on the basis of the oversubscription criteria.

#### **15 Application Process for In-Year Admission to Year 12 to 13**

15.1 An 'in-year application' is one made for Year 12 on or after the first day of term in September, or for Year 13 at any time.

15.2 In-year applications made for Year 12 may be refused on the basis that there are no places available within the PAN.

15.3 In respect of in-year applications for Year 13, a place will be offered unless admitting an additional external applicant would prejudice the efficient provision of education, and/or the efficient use of resources.

15.4 Where there are more in-year applications for the same Year Group and some, but not all, external applicants can be offered a place within the PAN for Year 12 or without causing prejudice for Year 13, the oversubscription criteria and tie breaker will be applied to determine the allocation of these places.

15.5 The application must be made directly to the Academy by completing the In-Year Admission Application Form which is available on the Monkton Wood Academy website. This form 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 [admissions@clf.uk](mailto:admissions@clf.uk) or by post/hand delivery to the Academy's main office

- 15.6 In all cases parents must carefully consider the oversubscription criteria above to check whether any additional 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.
- 15.7 All In-Year applications will be processed in line with the above and the outcome of an in-year application will be notified in writing to parents within a maximum of 15 school days of receipt of the application using the address provided on the application form.

## 16 Requests for Admission Outside Normal Age Group

- 16.1 External applicants 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 must be considered by the Admission Committee which must decide whether to agree to it in principle, or refuse it, taking into account the factors set out below.
- 16.2 These requests are not applications for admission, which must still be made in the usual way. External applicants are strongly encouraged to make these requests as early as possible, preferably well ahead of any deadlines for their normal age group, so that they make informed decisions when they subsequently apply for admission. A request must be made to the 'admission authority' for each school for which admission is sought outside normal age group, as the outcome may not be the same for all.
- 16.3 The Admission Committee make decisions on the basis of the circumstances of each case and in the best interests of the external applicant concerned, taking into account the parents' views, the Headteacher's views, information about the external applicant's academic, social and emotional development, the external applicant's medical history and the views of their medical professionals, whether they have previously been educated or attended Reception 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.
- 16.4 External applicants must complete a Request for Admission Outside Normal Age Group Form which is published on the Academy's website or is available in hard copy format from the Academy's main office and then submitted either to by email to [•Email address for Admission Committee, or by post/hand delivery to the Academy's main office marked for the attention of the Admission Committee.
- 16.5 The Admission Committee will notify the external applicant of the outcome of their request in writing and will explain its reasons in sufficient detail for them to understand why it came to that decision. Where the request is agreed in principle, the letter should accompany the application for admission subsequently made. External applicants should note that receiving agreement in principle to admission outside normal age group does

not guarantee a subsequent offer of a place, it opens the door for an application for that year group to be made which will be processed with all others received.

- 16.6 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.

## **17 Statutory Right of Appeal**

- 17.1 Parents/all applicants 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.
- 17.2 All appeals will be dealt with strictly in accordance with the School Admission Appeals Code 2022 (as revised and republished from time to time).
- 17.3 The Academy will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before 28 February 2027

## **18 Waiting List**

- 18.1 The Academy operates a waiting list for Year 12 only until 31 December following admission of the cohort. The waiting list applies to applications in the Normal Admission Round and In-Year applications made before 31 December. On the 31 December, all names are then deleted, and external applicants will have to re-apply for a place if one is still sought.
- 18.2 Waiting lists are strictly ranked by reference to the oversubscription criteria above, and not by reference to the date that the external applicant's name was added to the list or any other criterion. This means an external applicant's name can go up, as well as down, the list as more names are added.
- 18.3 When a place becomes available, if there is more than one external applicant in the highest criterion, the same tie breaker will be applied to determine which external applicant will be offered the place.
- 18.4 Children allocated a place under the Fair Access Protocol (which all schools are required to participate in) will take precedence over external applicants on the waiting lists.

## **19 Review and Determination of Admission Arrangements**

- 19.1 The admission arrangements for an Academy must be determined every year by the Academy Council. Where any changes are proposed from the 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.
- 19.2 The admission arrangements for the 2026 intake were determined on 9 March 2026.