



The Wilnecote School

Admission Arrangements for 2027 – 2028

Member of leadership team with lead responsibility for oversight and update of policy	Mr Thomas
Approved at SLT	26 th Feb 2026
Policy approval at Governing Body	26 th Feb 2026
Policy review cycle	Consultation every 5 years

Admission Arrangements for 2027 – 2028

Consultation returns to Office@wilnecotehighschool.org

PLANNED ADMISSION ARRANGEMENTS FOR THE WILNECOTE SCHOOL FOR THE ACADEMIC YEAR 2026/27



Planned Admission Level

The Planned Admission Number (PAN) for the Year 7 entry is 192. This level has been agreed by the Governing Body for the 2026 entry. This number may be exceeded at the discretion of the Governing Body but they are not obliged to accept students in excess of this number unless parents have successfully challenged the initial decision as part of the Independent Appeal Panel procedure. The Appeals Process is arranged by the Local Authority.

Admission Criteria

A student who has an Education, Health and Care Plan that names The Wilnecote School must be admitted. This will reduce the number of places available.

If the total number of preferences exceeds the PAN, the following order of criteria will be used to allocate places:

- 1) Looked after and previously looked after children who have left care under adoption, special guardianship or child arrangements order or were adopted from 'state care' outside England and Wales.
- 2) Children who, at the time of the application, have an elder sibling in attendance at the School, who will still be attending at the proposed admission date (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners).
- 3) Children residing within the traditional priority area (broadly Dosthill, Hockley and Wilnecote)
- 4) Children who attend the major partner schools of Dosthill Primary School, Wilnecote Junior School or other Community Academy Trust Primary Schools
- 5) Children of staff employed by the school (Please see additional note)
- 6) Other children outside the priority area

NB: Within each criterion priority is given in order of distance between the child's home and school. (shortest distance = highest priority)

Distance will be calculated by straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance survey) to the centre point ('centroid') of the school in question. (All distances are subject to changes which may occur with update of mapping data).

Year 7 Admissions Procedure

Admissions are administered through Staffordshire Local Authority's co-ordinated admissions scheme via the link below.

[Admission to secondary and high school - Staffordshire County Council](#)

Parents whose request for a place for their child is not accepted will have the right of appeal.

The appeals process is arranged by the Local Authority.

In-year Admissions

Applications for admittance to the Wilnecote School mid-year or for late admission to year 7 after the cohort has started should be made directly to the school via for the admissions form on our website and this should be sent directly to the school.

[Welcome – The Wilnecote School](#)

The application form must be completed in full including section 4 which needs to be completed by the school currently being attended. If the application is for a child that has been Electively Home Educated (EHE) then we would still require the previous school to fill in section 4 as this is vital information pertaining to the child's previous education.

Should the school have no available places then a waiting list is operated. A child's place on the waiting list is not based on when they made their application it is based on the admission criteria at the start of this document. Position on the waiting list can change dependent on new applications that are made.

Once key stage 4 has started additional admissions will be limited as class sizes and option groups will have already been decided and therefore this will affect the capacity of the school to admit new pupils. The school will not prejudice pupils already studying for key stage 4 qualifications by admitting further pupils if it does not have the capacity to do so.

There is a right of appeal to all admission request where a place is granted. This can be done via the local authority appeal form which can be found here

[Admission Appeals information - Staffordshire County Council](#)

Additional Notes

- There is no charge or cost related to the admission of a child to a school.
- Children in Care means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.
- It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Academy will not seek to obtain this information on behalf of the applicant.
- The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.
- The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.
- If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Local Authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by Local Authority deadlines.
- If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.
- If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.
- **Children of staff are those where:**
 - a) The member of staff has been employed at the school for two or more years at the time at which the application for admission is madeand/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
- **Admission Outside of the Normal Age Group** - Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Governing Body who will take into account the circumstances of the case and views of the Headteacher. Parents do not have the right to insist that their child is admitted to a particular year group.'
- **Children of UK service personnel (UK armed forces)** - For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address which can be used for the application against the relevant oversubscription criteria.