



WADE DEACON
TRUST

A COMMITMENT TO EXCELLENCE

ADMISSIONS POLICY

HALEWOOD ACADEMY

2027-28

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A GREAT
PLACE
**TO BE A
PART OF**

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1. ADMISSIONS CODE

- 1.1. This document sets out the admission arrangements for Halewood Academy
- 1.2. The School will comply with all relevant provisions of the statutory codes of practice for academy admissions. Reference in the codes to admission authorities shall be deemed to be references to the Wade Deacon Trust. In particular, Wade Deacon Trust will take part in any admissions forum set up by Knowsley Metropolitan Borough Council and participate in the Local Authority Coordinated Annual Admissions Scheme:
<https://www.knowsley.gov.uk/education-and-schools/school-admissions/determined-admission-arrangements-knowsley-schools-2>
- 1.3. Notwithstanding these arrangements, the Secretary of State may direct Halewood Academy to admit a named student on application from an LA. Before doing so the Secretary of State will consult the School.
- 1.4. The admission arrangements for Halewood Academy, subject to any changes approved by the Secretary of State, for subsequent years are:
 - 1.4.1. Halewood Academy has an agreed planned admission number of 240 full time students. Halewood Academy will accordingly admit at least 240 students in the relevant age group each year if sufficient applications are received in line with this policy.
- 1.5. Halewood Academy may set a higher admission number as its planned admission number for any specific year. Before setting an admission number higher than its agreed admission number, appropriate notifications will be issued. Students will not be admitted above the planned admission number unless exceptional circumstances apply.

2. PROCESS OF APPLICATION

- 2.1. Applications for places at the School will be made in accordance with Knowsley Metropolitan Borough Council's co-ordinated admission arrangements, and parents will complete their home Local Authority Common Application Form. All of this information can be found using the Admission to Secondary School Booklet on the Knowsley Metropolitan Borough Council website school admissions section. Halewood Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by Knowsley Metropolitan Borough Council:

September	The School will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. Please note that, to be considered for admission, all applicants must complete and submit their home Local Authority's common application form including Halewood Academy as one of their preferences. The School will also provide information to the Local Authority for inclusion in the Admissions to Secondary school online publication.
September	The School will provide an opportunity for parents and prospective students to attend an Open Evening
31 st October	Parents complete the Common Application Form of their home Local Authority and return it to their home Local Authority to administer.
November - February	Knowsley Metropolitan Borough Council receives the admission data for Halewood Academy from the Local Authorities and forwards this admission data to Halewood Academy (without including preference information). Halewood Academy ranks all applications based on the published admissions criteria and returns to the the Local Authority for allocation.
1 st March	One offer of a secondary school place is made to parents by their home Local Authority. <i>If this date falls on a weekend or a bank holiday, offers are sent the next working day.</i>

3. CONSIDERATION OF APPLICATIONS

- 3.1. Halewood Academy will consider all applications for places. Where fewer than 240 applications are received, the School will offer places to all those who have applied.

4. PROCEDURES WHERE HALEWOOD ACADEMY IS OVERSUBSCRIBED

- 4.1. All applicants will be required to have followed the school admissions procedures. After the admission of pupils named in an Education, Health and Care Plan, applicants will then be allocated a place on the following criteria:

- 4.1.1. **Looked after children and children who were previously looked after but immediately became subject to adoption, a child arrangements order, or a special guardianship order.** This includes children who have been in state care outside of England and ceased to be in state care as a result of being adopted.

4.1.2. Children with a sibling already attending Halewood Academy and who will still be attending at the time of admission.

4.1.2.1. Siblings must be permanently registered at the same address as the applicant. This includes step, foster & adopted siblings. Appropriate evidence may be required to support this claim.

4.1.3 Children of Staff – Where the member of staff has been employed at Halewood Academy for 2 or more years at the time of application, or the member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage. Parent(s)/carer(s) must state the employee's name on their admission application form. Details will be validated by the school.

4.1.4 Children attending a named area partnership primary school

4.1.5 Distance from the child's home to school measured in a straight line. Those living nearest the school have priority.

4.2. OPERATION OF WAITING LISTS

4.2.1. Waiting lists will be maintained until the autumn term only in line with the LA coordinated scheme, at which point the waiting list will cease. The waiting list will comprise of those pupils refused admission to the school. If a place becomes available, the place will be reallocated in accordance with the published oversubscription criteria detailed above. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants.

4.2.2. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year admission process will be applied.

5. ARRANGEMENTS FOR ADMITTING STUDENTS TO OTHER YEAR GROUPS, INCLUDING TO REPLACE ANY STUDENTS WHO HAVE LEFT HALEWOOD ACADEMY AND OTHER EDUCATIONAL LINKS

5.1. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the School will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the over-subscription criteria will apply. Parents of children whose application is turned down are entitled to appeal.

6. RIGHT TO WITHDRAW AN OFFER

6.1. The Admissions Authority reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.

7. SCHOOL CONTACT DETAILS

School Office, Halewood Academy, The Avenue, Halewood, Knowsley, L26 1UU

Tel: 0151 477 8830

Email: Admin@HalewoodAcademy.co.uk

This policy will be updated annually or sooner following any statutory changes.