Robert Smyth Academy

The Robert Smyth Academy

Admission Policy for 2027/2028

Introduction

1. This Admission Policy is part of the admission arrangements for The Robert Smyth (**Academy**), a secondary academy and sixth form, which is part of Tudor Grange Academies Trust (**Trust**), a multi academy trust.

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

3. The Academy admits children into Year 7 who usually remain on the roll until Year 11. The Academy has a sixth form (Years 12 and 13) which caters for transferring Year 11 pupils and external applicants. The sixth form admission criteria are also set out in this policy.

4. The 'admission authority' for the Academy is the Trust, via its Board of Trustees, who delegate some of its admission functions to an Admission Committee. 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.

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

Children with an Education, Health and Care plan (EHCP)

6. Children 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: 0 to 25. Their EHCPs are maintained by their home Local Authority, who are responsible for making decisions as to which educational setting will be named therein as the one the child will attend.

7. Where the parents of a child with an EHCP want them to be educated at the Academy, they must discuss this with 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 it in the child's EHCP.

8. Where the Academy is named in an EHCP, it will admit the child. Where this happens in the 'normal admission round' (i.e., admission to Year 7 or 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. The Academy has a Specialist Resource Provision for children with an EHCP who have communication and interaction difficulties.

Published Admission Number (PAN) for Year 7

10. The PAN for Year 7 is **210**.

Oversubscription Criteria for Year 7 to Year 11

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

11.1. 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 evidence to be provided with the application.

11.2. Children with an exceptional medical and/or social need to attend The Robert Smyth Academy

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

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. 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.

The criteria in this category set a high threshold to meet. For the avoidance of doubt, simply having a medical or behavioural condition, or special educational or other needs, will not be sufficient. There must be compelling evidence that only The Robert Smyth Academy is suitable for the child to attend and no other local school is suitable, which is caused by the need.

The decision as to whether the applicant child will meet the criteria for inclusion in this category will be made by the Academy's Admission Committee.

11.3. **Children with a sibling at The Robert Smyth Academy**

The sibling must be on the roll at The Robert Smyth Academy at the time of application and will still be on the roll at the time of the applicant child's admission.

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 on a long term placement (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 a family member (e.g., cousin or grandchild) or friend will not be a 'sibling', even if they live at the same address as the applicant child.

11.4. **Children of staff at The Robert Smyth Academy recruited to a vacant post for which there was a demonstrable skill shortage**

The staff member may be full or part time, and teaching or non-teaching staff. They must spend more than 50% of their working week during term time based at The Robert Smyth Academy. For the avoidance of doubt, it is not possible to have priority for more than one academy within the Trust.

The staff member must have been recruited to fill a vacant post at the Academy for which there was a demonstrable skill shortage. For the avoidance of doubt, staff members employed at the Academy for two or more years at the time of application who were not originally recruited to fill a vacant post for which there was a demonstrable skill shortage will not have priority in this category.

A 'child of a staff member' means their natural child, adopted child, long term foster child, step-child (the child of their spouse or civil partner) or the child of their cohabiting partner.

In all cases, the child of the staff member must live and sleep for more than 50% of their time from Sunday to Thursday night during term time at the home address recorded for the staff member in their HR file. For the avoidance of doubt, a child of another family member (e.g. niece, nephew or grandchild) or friend will not be a 'child of a staff member', even if they live at the same address as the staff member.

The staff member must be the parent whose details are given in the application

form, as obtaining details for more than one parent is prohibited. A signed and dated letter on headed notepaper from the staff member's HR Manager confirming that they meet the skill shortage criteria must be submitted with the application for inclusion in this category to be considered.

11.5. **Children who attend named feeder schools**

The applicant child must be a registered pupil of one of the named feeder schools listed below at the time of application:

- All Saints Church of England Primary School, Lubenham
- Billesdon Parochial Primary School
- Church Langton Church of England Primary School
- Farndon Fields Academy
- Fleckney Church of England Primary School
- Foxton Primary School
- Great Bowden Academy
- Little Bowden School, Market Harborough
- Market Harborough Church of England Academy
- Meadowdale Primary School, Market Harborough
- Ridgeway Primary Academy, Market Harborough
- St Joseph's Catholic Voluntary Academy, Market Harborough
- Wellington Place Primary School, Market Harborough

This list is in alphabetical order and does not confer an order of priority.

11.6. **All other children**

All applicant children not included in any of the categories above will be included in this category.

Published Admission Number (PAN) for Year 12

12. The PAN for Year 12 is 70.

13. This PAN relates to external applicants for Year 12 only, as existing Year 11 pupils are already on the roll and do not need to apply for admission under this policy. Existing Year 11 pupils who meet the Minimum Academic Entry Criteria below and want to continue their studies into Year 12 will simply transfer from Year 11.

14. Once the number of Year 11 pupils transferring to Year 12 is known on GCSE results day in August, it is possible that the Academy will be able to admit further external applicants to Year 12 over PAN.

Minimum Academic Entry Criteria for Year 12

15. All external applicants and existing Year 11 pupils must meet the Minimum Academic Entry Criteria to be considered for a place in Year 12. These criteria are:

Course	Minimum Threshold
A Level Courses	A minimum of eight GCSEs (or equivalent) with a Total Grade Score (as defined below) of at least 40, to include English Language or Literature and Mathematics at

	Grade 4. Students who wish to pursue 4 or more A-Level subjects will be required to secure 50 points, following the same methodology (See 'Total Grade Score').
Subject Specific Requirements	In addition to the core Minimum Academic Entry Criteria set out above, existing Year 11 pupils and external applicants must also meet the Subject Specific Requirements for each preferred course, as set out in the Sixth Form Prospectus which is published on the Academy's website.

16. The 'Total Grade Score' is calculated by adding together each grade of the external applicant/Year 11 pupil's eight best GCSE results. For example, if ten GCSEs were taken with results consisting of two at grade 4, four at grade 5 and four at grade 6, only the four grade 5 and four grade 6 GCSE results would be taken into account, and the total would amount to 44 which meets the core threshold.

17. Once the threshold is reached, this will put all external applicants on an equal footing for places, with the oversubscription criteria and tie breaker set out below being applied where there are more eligible applicants than places available. For the avoidance of doubt, applicants achieving a higher Total Grade Score will not receive higher priority.

18. These criteria are part of the Academy's determined admission arrangements and will be strictly applied. They will only be adjusted where this is necessary in order to avoid a particular/substantial disadvantage caused by a disability or other protected characteristic in their application, which has not already been addressed during the examination process via special consideration or access arrangements.

Oversubscription Criteria for Years 12 and 13

19. 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:

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

A 'looked after 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 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 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 applicant's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of 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 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.

19.2. **All other external applicants**

All applicants not included in the category above will be included in this category.

Tie Breaker

20. Where there are more applicants than places in any of the oversubscription categories 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 Academy, with those living closer having higher priority.

21. Distance will be measured by Leicestershire County Council using their computerised mapping system (Synergy GIS mapping) which is dedicated for this purpose. The software accurately measures distance to an accuracy of three decimal places in a straight line from the centre point of the child's home address to the Academy's main designated front gate. Measurements taken by any other software will not be considered.

22. Where the distance between two or more applicant children is equal, 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.

23. 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.

Child's Home Address

24. The child's home address is defined in this policy. It is the address meeting this definition that must be stated in the application, and which will be used when processing the application.

25. The child's home address is the residential (not business) address at which they will 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 admission. Where the child lives with more than one parent and the pattern for overnight stays is irregular, this will be assessed over the most recent five term time weeks.

26. Parents will be expected to provide satisfactory documentary evidence of the child'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.

27. Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the applicant's permanent home address may be requested. If the child/sibling moves address during the course of the application process Leicestershire 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.

28. 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 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.

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

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

30. 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 2026**), 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 2027**).

31. 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 applicants resident in Leicestershire County Council, the webpage can be accessed by clicking here:

    Apply for a secondary school place | Leicestershire County Council

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

33. 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.

Application Process in the 'Normal Admission Round' (Year 12)

34. 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. This form is published on the Academy's website or is available in hard copy format from the Academy's main office and then submitted online, or by post/hand delivery to the Academy's main office marked for the attention of the Admission Committee.

35. Applications should be made by **31st January**. All applications received will then be processed, and conditional offers of a place will be made on or before **30th May**, based on the predicted grades stated in the application form.

36. Any applicant receiving a conditional offer who subsequently meets the Minimum Academic Entry Criteria (including subject specific requirements) for the courses they applied for on GCSE results day will then be made a firm offer of a place on receipt of documentary evidence of their GCSE grades.

37. Applicants without a conditional offer should nevertheless still complete a registration form on GCSE results day and provide documentary evidence of their GCSE grades, as further places may be offered once actual grades are known.

Application Process for In-Year Admission

38. 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.

39. The PANs set for Year 7 and Year 12 apply throughout the year of admission, but cease to apply after that. This means that in-year applications made for these year groups may be refused on the basis that there are no places available within the PAN.

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

41. Where multiple in-year applications for the same year group are received and processed at the same time, and some but not all can be offered a place within the PAN/without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine the allocation of these places.

42. In respect Year 7 to Year 11, the Academy has opted into Leicestershire County Council's coordinated scheme for in-year admission. Applications for in-year admission must therefore be made to Leicestershire County Council, by completing their In-Year Admission Application Form which is available by clicking here:

    School admissions | Leicestershire County Council

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

44. In respect of Year 12 to Year 13, in-year applications must be made directly to the Academy by completing a Sixth Form Admission Application Form. This form is published on the Academy's website or is available in hard copy format from the Academy's main office and then submitted online or by post/hand delivery to the Academy's main office marked for the attention of the Admission Committee.

45. The outcome of in-year applications will be notified in writing to parents within a maximum of **15 school days** of receipt.

Requests for Admission Outside Normal Age Group

46. 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 must be considered by the Admission Committee which must decide whether to agree it in principle, or refuse it, taking into account the factors set out below.

47. 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, 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.

48. 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 Headteacher's 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 nursery attended 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.

49. Parents must complete a Request for Admission Outside Normal Age Group Form (which is available by clicking 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 **KNicholson@robertsmyth.tgacademy.org.uk** or by post/hand delivery to the Academy's main office marked for the attention of the Admission Committee.

50. The Admission Committee will notify parents 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.

51. Parents 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 if they wish.

Statutory Right of Appeal

52. Parents 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.

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

Waiting List

54. The Academy has a waiting list for Year 7 and Year 12 which is held until 31 December in the year following admission, and then deleted.

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

56. When a place becomes available, the tie breaker set out above (i.e., distance then random allocation) will be used to determine which child/applicant in the highest category (if more than one) will be offered the place.

57. Children allocated a place under the Fair Access Protocol (which all schools are required to participate in) will take precedence over children on the waiting lists.

Review and Determination of Admission Arrangements

58. The admission arrangements for an Academy must be determined every year by the Board of Trustees. 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.

59. The admission arrangements for the 2027 intake were determined on 29 January 2026.