WMAT

ADMISSIONS POLICY

Approval Date:	Spring 2026
Review Date:	Spring 2027
Version No.	ADM v001/202526

WMAT

Our vision is to be stronger together, transforming lives and creating memories which are celebrated for a lifetime

WEYDON MULTI ACADEMY TRUST ADMISSIONS POLICY

Sections

Section A: Secondary and primary schools within the Weydon Multi Academy Trust
Section B: Special schools and Cullum Centre within the Weydon Multi Academy Trust

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Section A – Secondary and Primary schools

For all Weydon Multi Academy Trust (WMAT) secondary and primary schools, the Trust is the admissions authority. Each school will maintain its own admission arrangements, which must fully comply with the School Admissions Code 2021, the School Admissions Appeals Code, and this overarching Trust Admissions Policy.

In implementing this policy and the associated admission arrangements, Governing Bodies, Headteachers/Principals, and school staff must give careful consideration to guidance provided by the WMAT Admissions Officer, the Chief Executive Officer (CEO), and/or the Board of Trustees. Where such guidance is not adopted, a clear rationale must be documented and retained for reference.

If any ambiguity arises regarding the interpretation or application of this policy, the WMAT Admissions Officer or the CEO must be consulted to ensure compliance and consistency across all WMAT schools.

Applicability

This policy applies to all secondary and primary schools, academies, and service units within the Weydon Multi Academy Trust.

Approval and review

Approved by the Board of Trustees: 2nd February 2026
Next review: Spring 2027
Responsible Officer: WMAT Admissions Officer
Email: admissions@wmat.org.uk / Telephone: 01252 90550

1. Introduction

The Weydon Multi Academy Trust (WMAT), including all its schools, service units, governors, and staff, must adhere to this Trust Admissions Policy. This policy applies to all WMAT secondary and primary schools and takes precedence over any existing school-level admissions policies.

WMAT is the admissions authority for all its schools. Each school's Governing Body and Headteacher/Principal are responsible for ensuring that this policy and the associated admission arrangements are implemented correctly. Guidance issued by the WMAT Admissions Officer, CEO, or Board of Trustees must be considered; where such guidance is not followed, the reasons must be clearly recorded.

Each school's admission arrangements are approved by the Board of Trustees, subject to the agreement of the CEO. Where agreement is not reached, the Board of Trustees may approve the arrangements following further review or request that revised arrangements be submitted.

Any queries relating to the interpretation or application of this policy should be referred to the WMAT Admissions Officer or the CEO.

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2. Admission arrangements

2.1 Statutory requirements

Admission arrangements must fully comply with the School Admissions Code 2021, the School Admissions Appeals Code, and this Trust Admissions Policy.

- Consultation: Where changes to admission arrangements are proposed, a minimum six-week consultation period must take place between 1 October and 31 January, allowing parents, stakeholders, and local authorities to provide feedback.
- No changes: Where no changes are proposed, consultation must take place at least every seven years to ensure transparency and legal compliance.

- PAN increases: An increase to the Published Admission Number (PAN) does not, in itself, require formal consultation; however, the Home Local Authority must be notified.
- Determination: Admission arrangements must be formally determined by the Board of Trustees no later than 28 February in the year preceding implementation.
- Publication: Once determined, admission arrangements must be published by 15 March and remain publicly accessible throughout the school year in which offers are made.
- Objections: Any objections received following determination must be referred to the Schools Adjudicator by 15 May of the same year.

2.2 WMAT determination and review procedure

Each secondary and primary school's admission arrangements are formally determined by the Board of Trustees and must be published clearly on both the school's website and the WMAT website.

The Headteacher/Principal and Admissions Committee must ensure effective liaison with the Home Local Authority and neighbouring schools to ensure consistency within the wider admissions framework.

Where applications exceed available places, decisions will be made strictly in accordance with the published oversubscription criteria. Decisions are made by the school's Admissions Committee, advised by the Headteacher/Principal and the WMAT Admissions Officer.

Annual review process:

- Admission arrangements are reviewed early in the autumn term by the Headteacher/Principal and Admissions Committee.
- Where changes are proposed, the WMAT Admissions Officer must be consulted.
- Proposed arrangements must be approved by the Governing Body before being recommended to the Board of Trustees.
- The Board of Trustees determines arrangements by 28 February.
- Consultation is required where changes are made, or where seven years have elapsed since the last consultation, for a minimum of six weeks between 1 October and 31 January.
- Consultation responses and proposed arrangements are reported to the Board of Trustees during the Spring Term.
- Determined arrangements are published on both school and WMAT websites.
- Schools joining WMAT with pre-existing determined arrangements will retain those arrangements until their first review under this policy.

2.3 Published admission number (PAN)

The PAN must be specified for each relevant year group (Reception, Year 3, and Year 7).

The Board of Trustees sets PAN annually, based on recommendations from the school and the CEO.

Any planned increase in PAN requires notification to the Home Local Authority; however, formal consultation is not required.

Headteachers/Principals may admit students above PAN in exceptional circumstances, with notification to the WMAT Admissions Officer and the Home Local Authority. This does not constitute a formal change to PAN.

2.4 WMAT school admission arrangements

Admission arrangements must:

- Allocate places to students with an Education, Health and Care Plan (EHCP) naming the school.
- Specify clear oversubscription criteria to be applied where applications exceed available places.
- Clearly describe procedures for:
    - Entry to Reception later in the school year
    - Admission to a year group other than the student's chronological age group
    - In-year / mid-term admissions
    - Waiting lists and prioritisation

Admission arrangements must also explain:

- The application process and how offers are communicated
- Parents' right of appeal and the appeals process

2.5 Fair access protocol

WMAT schools participate in the Home Local Authority's Fair Access Protocol, which is designed to ensure that vulnerable and hard-to-place students are admitted to a suitable school as quickly as possible.

Where a student is allocated a place under the Fair Access Protocol, admission may take place outside the normal admission cycle and may result in admission above the Published Admission Number (PAN). Such admissions take precedence over waiting lists and are not subject to the standard oversubscription criteria.

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3. Admissions – priorities and oversubscription criteria

3.1 Education, health and care plans (EHCP)

Students with an EHCP naming the school must be allocated a place before all other applicants. The number of remaining available places will be reduced accordingly.

3.2 Oversubscription criteria

Where applications exceed the number of available places, priority will be given in the following order:

1. Looked After Children and previously Looked After Children, including those adopted from state care outside England.
2. Children of staff employed at the school for at least two years, or recruited to fill a post for which there is a demonstrable skill shortage.
3. Students with exceptional social or medical needs, supported by professional evidence demonstrating why the school is uniquely able to meet those needs. Evidence must be submitted with the Common Application Form.
4. Students who have a sibling on roll at the school at the time of admission or application.
5. Where applicable, students attending named feeder, partner, or linked schools.
6. Remaining places allocated by proximity, measured as the straight-line distance from the student's home address to the school's designated admissions node.

3.3 Tie-breaker

Where two or more applicants cannot be separated by the oversubscription criteria, random allocation will be used. This process will be conducted transparently and independently in the presence of two senior WMAT officers who are not involved in the school's admissions process.

3.4 Definitions

- Looked After Children: As defined by the Home Local Authority
- Parent: A person with legal parental responsibility or a designated carer
- Sibling: A biological, adopted, foster, step, or other child living permanently at the same address
- Staff: A member of staff employed for at least two years, or recruited to fill a demonstrable skill-shortage post
- Home Address: The student's permanent residence, defined as the address at which the student normally resides for the majority of the school week. This address must be supported by appropriate documentation. Where parents share parental responsibility but live at different addresses, or where there is a dispute regarding the student's permanent residence, the Home Local Authority's guidance will be followed.
- Distance: Straight-line measurement from the home address to the school's admissions node

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4. Applications

4.1 Reception

Applications must be made via the Home Local Authority Common Application Form by 15 January.

4.2 Entry to reception later in the year

Parents may request that their child start Reception later in the school year or at the beginning of the final term before compulsory school age. Requests must follow the standard application timeline and be discussed with the Headteacher/Principal.

4.3 Admission outside usual year group entry point

Requests for admission to a year group other than the student's chronological age group will be considered on an individual basis. Decisions will take account of professional evidence relating to the student's academic, social, and emotional development. Decisions are made by the Principal/Headteacher and Admissions Committee in consultation with the WMAT Admissions Officer.

4.4 Year 7

Applications must be submitted via the Home Local Authority Common Application Form by 31 October.

4.5 Late applications

Late applications are managed in accordance with Home Local Authority procedures and considered against current vacancies and oversubscription criteria.

4.6 Notification and acceptance of offers

Schools will publish their timetable and procedures for the notification and acceptance of offers. Offers may be withdrawn only in circumstances permitted by the School Admissions Code. This includes where an offer has been made in error, where a fraudulent or intentionally misleading application has been submitted, or where an offer was conditional and the conditions have not been met. Any withdrawal of an offer will be communicated clearly to parents, with reasons provided.

4.7 Waiting lists

For Reception and Year 7, waiting lists will be maintained until 31 December of the admission year. Waiting lists are ranked according to the oversubscription criteria, not by date of application, and positions may change as higher-priority applicants are added.

4.8 Junior entry to Year 3

Applications for junior entry into Year 3 should be submitted via the Home Local Authority application process, with timing and deadlines aligned to the Reception entry deadlines.

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5. In-year / mid-term admissions

Admission arrangements must state how in-year applications should be made and how application forms can be obtained. Waiting lists will be maintained using the published oversubscription criteria, and places will be offered as they become available.

In-year admissions may also be made outside the normal admission cycle in accordance with the Fair Access Protocol, where applicable, to ensure timely placement of students.

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6. Appeals

Parents have a statutory right of appeal under the School Standards and Framework Act 1998.

Appeals will be heard by an independent appeals panel, whose decision is binding on all parties.

Appeals packs may be requested via the Surrey Schools Appeals Service or the WMAT Admissions Officer at admissions@wmat.org.uk.

Section B – Special schools and Cullum Centre

Admissions are coordinated through consultation with parents/carers, caseworkers, and the Local Authority SEND team.

Most students admitted to these provisions will have an Education, Health and Care Plan (EHCP), which is central to placement decisions.