

# **Trust Admissions Policy**

## **2027-2028**

### **Determined Arrangements**

Date of issue: 11/12/2025

## Statement

The Two Counties Trust is a family of schools with a shared ethos, common values and collective goals. The Trust has a clear mission which is to transform the lives of our students and to release their potential through excellent education and the opportunity to acquire new skills. All schools within the Trust are united in their vision to rapidly improve the learning experience of their students and raise the aspirations of the local communities which they serve. The admission arrangements for our schools reflect their own local communities and their distinctive and individual school ethos.

This policy has been written in accordance with the DfE's Schools Admission Code 2021.

The Two Counties Trust is the Admissions Authority for all schools within the Trust, who have determined that all admissions for entry for 2027-2028 will be co-ordinated through the Local Authority's co-ordinated admission arrangements.

The Trust are committed to offering an admissions process through following legislation and offering fairness, transparency and equal opportunity.

## Purpose and Intent

The Admission Authority for the Trust is the Board of Trustees who have adopted the Nottinghamshire County Council and Derby City Council's admission protocols for admissions and as such participate in their coordinated admission arrangements for Nottinghamshire Schools, Derbyshire Schools and Derby City Schools. The arrangements are in line with legislation and the [School admissions code 2021](#). To ensure there is a fair process for all applicants.

As an own admission authority for the Trust's Derbyshire Schools the Trust will co-ordinate the admission arrangements in line with the arrangements for Derbyshire County Council.

All arrangements are made in line with legislation.

## Roles and Responsibilities

- Admission arrangements are determined by the admission authority, being this Trust.
- Admission arrangements are determined annually by the Board of Trustees.
- Where changes to admission arrangements are proposed, these are consulted on publicly.
- If no changes are made, a consultation will take place every seven years.
- A consultation period for a minimum of six weeks is required between 31 October and 31 January before arrangements apply as the 'determination year'.

## Benefits

The Trust is an open and transparent organisation who use processes to ensure people are treated fairly. Parents and carers are provided with information on admission process on school websites. The Trust follows legislation and are consistent with the application of places.

## Policy

This overarching Trust Policy should be read in conjunction with respective school admissions appendices which include specific oversubscription criteria and published admission numbers (PAN).

This Policy covers admission arrangements for the following Two Counties Trust schools:

### With Nottinghamshire County Council

[Ashfield Comprehensive School](#)

[Selston High School](#)

[The Manor Academy](#)

### Derbyshire County Council

[Frederick Gent School](#)

[Friesland School](#)

[Heritage High School](#)



[Springwell Community College](#)

[Swanwick Hall School](#)

[Wilsthorpe School](#)

**Derby City Council**

[Allestree Woodlands School](#)

## Overview

All schools within the Two Counties Trust must have admission arrangements that set out clearly how children will be admitted, including criteria that will be applied if there are more applications than places at a school. When places are being allocated the academic ability of a child does not form part of the consideration process. There are no selective criteria for any of the schools within the Two Counties Trust.

Parents are invited to express a preference for the relevant school.

Trustees of the Two Counties Trust have delegated authority to the governors of each academy listed above to manage admissions arrangements both in the intake year and any in year admissions, including summer born and those preferring to defer admission.

Parents/carers are encouraged to visit any school in the Trust with their child, if they are planning to apply for a place. Each school has open days during the year (please see local school website or make contact directly for details of open day arrangements). For visits outside of these dates, contact can be made through the school office.

The Two Counties Trust expects any school that wishes to change admission arrangements, to receive approval by the Trust Board, following which and in line with the Admission Code 2021. A public consultation may be required.

In all cases where a consultation is required to take place each school must consult every seven years, irrespective of whether there have been changes during that period and for a minimum of six weeks between 1 October and 31 January in the school year before the academic year admissions process come into force. For example, for applications in September 2027 intake, the consultation must be completed by 31 January 2026. Objections to the published admission arrangements must be referred to the school's adjudicator by 15 May in the school year before those arrangements are due to apply.

These arrangements will apply to all admissions from September 2027 including in-year admissions.

- Closing date for applications for school year 2027/28: 31 October 2026 for secondary places.
- Any applications received after this date will be considered after those applications received and before the closing date.

## 2. The Application Process

Parents/Carers of Year 6 children should apply for a place within one of our schools either online via the home Local Authority's website or on the home Local Authority's Common Application Form (CAF), which must be completed and returned by 31 October to be considered as an on-time application.

All applications received by the relevant closing date will be considered first. Where there are more applications than places, these will be ordered in accordance with the approved oversubscription criteria for each school. All late applications received after the closing date will receive the lowest priority and will be considered after those that have been received on-time. If an application is late due to exceptional circumstances a request can be made to the Trust to take those circumstances into account.

The Trust will determine if such an application is exceptional and reasons will be given for the decision. Any late application received for the Year 6 - Year 7 Transitions received after 31 January cannot be considered under the exceptional circumstances due to administrative planning obligations.

It is the legal responsibility for the Local Authority where the child resides to co-ordinate this process.

**Derbyshire County** residents should apply through:

<https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx>

**Derby City** residents should apply through:

[Secondary school admissions - Derby City Council](#)

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**Nottinghamshire** residents should apply through:

<https://www.nottinghamshire.gov.uk/education/school-admissions>

Residents outside of Derbyshire and Nottinghamshire should apply for a place through their own Local Authority.

### **Admission Arrangements are Determined by Admission Authorities**

Admission arrangements are determined annually. Where changes to proposed admission arrangements are to take place a public consultation will take place on those arrangements. If there are no changes to be made to admission arrangements, the Trust will consult at least once every seven years. The consultation period must be for a minimum of six weeks and must take place between 1 October and 31 January of the school year before those arrangements are to apply as (the determination year).

### **Determination**

Once admission arrangements have been determined at each school, appropriate bodies will be notified and a copy of the determined arrangements will be published on each school's website by 15 March in the determination year and will continue to be displayed for the whole of the offer year (the school year which offers for places are made).

- A copy of our full, determined arrangements will be sent to the local authority as soon as possible before 15 March in the determination year.
- This arrangement will apply to all admissions from September 2027 including in year admissions.
- Closing date for applications for school year 2027-28; 31 October 2026 for secondary places.
- Applications received by the closing date will be considered first. Where there are more applications than places these will be ordered in accordance with the approved subscription criteria for each school.
- All late applications received after this date will be considered after those applications received before the closing date.
- In the normal admission round (transfer from primary to secondary (year 7) parents apply via their home local authority where the child lives, irrespective of which local authority area the school is in.
- Parents are guided to express a preference for at least three schools.
- The application can include schools outside the local authority where the child lives.
- A parent can apply for a place for their child at any state funded school in any area.
- If the school is undersubscribed, any parent that applies must be offered a place.
- Admissions will normally be agreed up to the published admission number which applied for the normal year of intake.
- If there are more applications than places available, the oversubscription criteria will be used to determine which places will be offered.
- Each school will rank applications in order against its published oversubscription criteria and return this to the local authority.

Information can be reviewed on the specific school website.

### **National Offer Day**

National Offer Day is the day each year where local authorities are required to send the offer of a school place to all parents in the area.

For secondary pupils, offers are sent out by the home local authority on 1 March. The date is relevant to all on time applications in the coordinated admission rounds. If offer day falls on a non-working day, information will be sent on the next working day. The home local authority where the child lives will communicate the decision for:

- Parents who have applied online, notification of the outcome of their preferences will be made available online; and
- All other applications, notifications of the outcome of the application will be sent via email if an email address has been provided or by second class post.



Preferences are collated and parents receive an offer from their home local authority at the highest preference school at which a place is available. The offer is made on national offer day. Parents, and in some circumstances children, have the right to appeal against an admission authority's decision to refuse admission.

## **Accepting an Offer of a Place**

### **Usual point of transition**

At the normal point of entry, Admission to Autumn Term for Year 7, the Admission Authority will assume that all places offered have been accepted.

### **In Year/Mid Term Offers**

An offer of a place at the school may be withdrawn if a parent has not responded by the deadline for acceptance as outlined in the original offer. A reminder letter will be sent to anyone who has not responded by this date. If the school has not received confirmation that the place is required by the extended deadline set out in the reminder letter, it will be assumed that the place offered is no longer required and the offer will be withdrawn.

## **Fraudulent, Misleading or Incomplete Information**

The offer of a place will also be withdrawn if it has been obtained through a fraudulent or intentionally misleading or incomplete application. Parents are advised not to decline any school place offer until an alternative allocation of a place has been made.

Where it is identified that an offer of a place is based on fraudulent or intentionally misleading or incomplete information provided on the application, and this effectively denied a place to a child with higher priority for a place at the school, the offer of a place may be withdrawn. Where the allocation has been withdrawn, the application will be reconsidered, and the usual statutory right of appeal will be made available if a place is subsequently refused.

The home address on any applications where there are doubts regarding information provided will be checked by each school. In deciding whether to withdraw a place, the length of time that the child has been at the school will be taken into account. For example, consideration to withdrawing the place if the child has been at the school for less than one term.

## **Waiting Lists**

In the event of oversubscription, due to the number of applications exceeding the number of places available, children's names will be added to the school waiting list. If they are refused a place after application of the oversubscription criteria to determine which children are offered a place the school must operate a waiting list. The child's place on the list will be determined by the oversubscription criteria to determine which children will be offered a place. Each added child will require the list to be ranked again in line with the published oversubscription criteria available in each school appendix. Waiting lists will be reviewed on 31st December and 31st May of each school year, with families contacted to ascertain if they still require a place. Those no longer requiring a place will be removed from the waiting list.

Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. If any applications are received with a high priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will become available.

Looked after children, previously looked after children and those allocated a place in accordance with the fair access protocol will take precedence of those children on the waiting list. Places on the waiting list may go up or down depending on whether places become available. The place will be allocated at that time, to the child who has highest priority on the waiting list according to the admission oversubscription criteria.

Each school will keep a waiting list in each school year of application. This will be reviewed on the 31st December and 31st May, and those families no longer requiring a school place will be removed. Following removal, applicants would need to reapply for a school place. If an application is received for the same school year, no right of appeal will be given unless there has been a significant or material change in the circumstances of the child or the school.

### **Tie Breaks**

Where the number of applications exceeds the number of places available, children will be put in priority order by using a combination of the highest criteria and distance. Distances are measured in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Google Mapping API). Random allocation, through the drawing of lots overseen by an independent person, will be used in



a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same.

## Oversubscription Criteria

Where there are more applications than places available the oversubscription criteria will be used to determine the priority of applications for school places and how these are allocated.

The oversubscription criteria for each school are available in their own admission appendix, available on the respective website.

## Education Health and Care Plan (EHC)

Children who have an Education, Health and Care Plan which names the school will automatically be offered a place. That process is outside the scope of this Policy and is dealt with according to the Children and Families Act 2014 and associated regulations.

### **If your child has an education, health and care plan, different arrangements apply and you should contact your home Local Authority.**

Priority is given to Looked After Children and all previously Looked After Children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

*The school may request sight of the adoption order, child arrangements order or special guardianship order together with a letter from the Local Authority that last looked after the child, confirming that they were looked after immediately prior to the order being made.*

Other applications are then ranked in order following the school's determined admission criteria, which is detailed in the 'oversubscription criteria' section of each school appendix and on the respective website.

Please note a place cannot be guaranteed for any child, even those living in a school's normal catchment area.

## Looked After and Previously Looked After Children

The School Admission Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definition:

A looked after child is a child 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 accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to 'child arrangements order' or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Oversubscription criteria must then be applied to all other applicants in the order set out in the arrangements. This includes:

- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## Home Address

A child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of a foster parent(s) may be used. If parents of a child live



separately, the address where the child permanently spends at least three 'school' nights (Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of application. Informal arrangements between parents will not be considered.

### **Children of UK Services Personnel (UK Armed Forces)**

Service personnel families with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the governors will use the address at which the child will live when applying the oversubscription criteria, provided the application is accompanied by an official letter that declares a relocation date, a unit postal address or quartering area address and the parent provides some evidence of their intended address.

### **Overseas Nationals**

Overseas nationals entering the UK wishing to apply for a state funded school place are advised to check that they have a right of abode ([Prove you have right of abode in the UK: Overview - GOV.UK](#)) or that the conditions of their immigration status otherwise permit access to state funded schooling.

### **Catchment Areas**

Where a school in the Trust has a catchment area a map of the catchment area is available via the local authority website. A catchment area does not prevent parents living outside of the catchment of a particular school from expressing a preference for the school.

#### **Feeder Schools/linked primary schools**

Some of the schools in the Trust may name linked primary schools as feeder schools. The selection of feeder school or schools as oversubscription criterion, where applicable, is listed on each school admission appendix.

### **Feeder Schools**

Our schools name a primary/primaries as feeder schools. The selection of a feeder school or schools as an oversubscription criterion, where applicable, this information will be recorded on each school's admission appendix and respective websites.

### **Siblings**

Definitions of siblings are:

- Brothers and/or sisters who share the same parent(s).
- A half-brother, half-sister or legally adopted child living at the same address.
- A child looked after by a local authority placed in a foster family with other school age children.
- A stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

### **Multiple births (twins, triplets etc)**

Where there is one child of a multiple birth and can be admitted through the normal admission process, the other child/children will also be admitted.

### **Parents**

Definitions of a parent:

- The mother of the child.
- The father of the child where he was married to the mother either when the child was born or at a later date.
- The father of the child if (since 1 December 2003) he was registered as the father on the birth certificate.
- An adoptive parent.
- Any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.
- Authorisation may also be given for another person to speak on the parent's behalf.

Parental responsibility must be held by the person making the application.



## Distance Measurement

Catchment area details are detailed in each of the criteria set out in each school's appendix available on their respective website, or by visiting the residing authority websites.

Priority will be given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using easting and northings as defined by Ordnance Survey) to the child's home using the local authority computerised distance measuring software.

If measurements remain equal, for example children living in the same block of flats, lots will be drawn, and the process will be independently verified. Documentation to prove address may be required in the form of:

1. Solicitors letter confirming completion of a house move, signed tenancy agreement or rent book;
2. Utility bill, Driving Licence or evidence of Council Tax payment schedule;
3. Child benefit book, child tax credit record or doctors record.

## Deferred Entry to School

All children can start school full time in reception in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is deferred until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year. The school year is also referred to as the 'academic year'. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Parents must ensure that they apply for a school place before the closing date of 15 January 2026, if they want their child to start in the reception class. Requests should be made to the allocated school.

## Admissions of Children Outside the Normal Age Range

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than year 1.

Admission authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group.

Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated 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.

## Delaying Admission - Summer Born Children

More information can be found in the Department for Education guidance at [Summer-born children: advice for parents - GOV.UK](#). The parents of a summer born child (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday. Typically, this means their child will start school in year 1, forfeiting reception. If a parent wishes to delay their child's admission to school until compulsory school age, and wants their child to be admitted to reception, the parent must request that the child is admitted out of the normal age group - to reception rather than year

Parents should discuss the request with the Head Teacher of each of their preferred school. The school governors are responsible for making the decision about which year group a child should be admitted to, and designated officers will consider the circumstances of each case, the child concerned and their best interest and take account of the views of the Head Teacher. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were for not being born prematurely.

Requesting a delayed admission Parents considering delaying their child's admission should submit their request to the school in the first instance. This request should be made at the same time as submitting an application within the coordinated scheme to the home local authority (usually Nottinghamshire/Derbyshire County Council/Derby City Council's school admissions team) by the closing date (31 October for secondary school places).

- Where a request to delay admission is agreed, the child's application will be processed as part of the main admission round.



- If a request is not agreed, parents can continue with an application for a reception school place at the normal time, or delay admission until compulsory school age and apply for a place in year. In all cases, the application will be considered on the basis of the determined admission arrangements only. For requests submitted before the national closing date for applications, parents will be notified of the admission authority's decision on whether the request to delay has been agreed before national offer day.

## Changing schools

If a parent wishes their child to remain out of their normal age group when they transfer to a new school, for example if moving house or when transferring to secondary school, a parent will need to submit another request for admission out of the normal age group with their home local authority.

Parents will need to provide details about why they consider that a place out of chronological age range should be considered. This should include any supporting material from professionals such as the current school, medical evidence, social care or similar. It will need to explain the benefits and any risk of harm to the child if the request is not approved.

Local governors will decide whether it is in your child's best interests to continue to be educated out of their normal age group. Unless there are good educational reasons for a child to join their normal year group (meaning they would miss a year of school), they should remain with their adopted year group.

## How In year Admissions are processed

Applications for in-year admissions to any year group will be considered in line with the school admissions code. If places are available within the year group, the child will normally be admitted to the academy without condition or the use of any oversubscription criteria. Where the year group is oversubscribed and there are more applications than places available, applications are strictly dealt with according to the oversubscription criteria contained within each school's admission appendix and will be considered by local governors, acting on behalf of the Trust as the admissions authority. Applications will be added to the waiting list. All applicants have a right to appeal.

## Accepting an Allocated In year place

Parents should make contact with schools directly to arrange a start date, and the place must be taken up as quickly as possible, particularly where a child is out of school. In all cases, places allocated must be taken up by the start of the next half term.

For places allocated in the summer term the child must be on roll at the allocated school before the end of the summer term. If the place is not taken up by the end of the summer term, parents would need to make a new application for the following academic year. If places are not taken up within these timelines, the offer of a place may be withdrawn.

## In-Year Admissions

All applications made outside of the normal year of entry should be made directly to the school at on the in year application form available on the school respective website. If a place is available in the appropriate year group, then that will be offered. If no place is available, the application will be refused and a right of appeal offered.

## Independent Admission Appeals

Year 6 into Year 7 appeals (normal admissions round).

Parents who have been refused a place into the normal round of admissions from Year 6 into Year 7 have the right to appeal this decision to an independent panel. Parents wishing to appeal should follow the information available in the school respective website.

## In-Year admission Appeals

Parents who have been refused an in-year place at the school have the right to appeal the decision; the process will be managed directly by the Trust or through the local authority's scheme. Parents wishing to appeal can find information on how to appeal on the school respective website and should complete the appeal form, which can be found on the school's website or via the Local Authority website where the scheme is being used for Ashfield School and Allestree Woodlands School. Details are available on the relevant school website.

Appeals will be held in line with the DfE's School Admission Appeals Code (October 2022).



## Second Appeals

Ordinarily only one appeal may be made for a school per academic year. In exceptional circumstances, and at its sole discretion, the Trust may allow a further appeal to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

The Trust will determine if the circumstances meet the threshold for a second application.

## Withdrawing an Offer or a Place

The school will not withdraw an offer of a place unless it has been offered in error, if a parent/carer has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Following an in-year offer of a place, the admission authority requires acceptance from parents/carers within 10 school days of the offer being made.

Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if an offer is refused.

No school within the Trust will withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school will be taken into account. Each case will be considered individually, and it may be considered appropriate to withdraw the place if the child has been at the school for less than one term.

## Admissions into Sixth Form

School sixth form admission arrangements for external applicants will be consulted upon, determined, and published in accordance with the same timetable as for admission arrangements for other entry points. External applicants will follow the same application procedure outlined in this document. Where there are more external applications that meet the entry criteria than places, the oversubscription criteria for the relevant secondary academy's sixth form will be applied.

The published admission number for the sixth form, is available on the respective school website. Both internal and external applicants must have met the minimum academic requirements to gain entry to the sixth form. All internal applicants that meet the entry criteria will be offered a place. These minimum requirements are set out in the respective school admissions appendix.

## Fair Access Protocol

All schools participate in the local authority's fair access protocol and is set out in the School Admissions Code at point 3.14 onwards.

In circumstances set out in the respective local authority's fair access protocol, The Two Counties Trust may refuse to admit a child outside the normal admissions round even though places are available using section 3.12 of the School Admissions Code.

## Relevant legislation

All schools comply with the regulations and legislation set out in the School Admissions Code. 21 and the School Admission Appeals Code 2022 including:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

## Policy review

This policy and the local academy admission appendices will be reviewed annually during the Autumn term.

## General Data Protection Regulation

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Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.

