



# **ASHMOLE ACADEMY**

## **ADMISSION POLICY – YEARS 7 to 11**

### **SEPTEMBER 2025**

#### **INTRODUCTION**

Ashmole Academy (“the Academy”) is a secondary academy with a sixth form located in the London Borough of Barnet which is part of Ashmole Trust, a multi academy trust (“the Trust”) which also runs Ashmole Primary School, on the same site as the Academy. The Trust is the “admission authority” for the Academy and therefore responsible for determining and implementing the admission arrangements for the Academy each year in accordance with the School Admissions Code 2021 (“the Code”) and other legislation. The Trust delegates this responsibility to the Local Governing Committee of the Academy (“the Governing Committee”).

Although the Trust delegates the responsibility and running of Admissions to each school, any changes to the policy must be reviewed and approved by the Trust Board.

This Admission Policy applies to admission to Years 7 to 11 at the Academy. There is a separate Admission Policy for Years 12 to 13 (the Sixth Form).

#### **EQUALITY AND INCLUSION**

The Academy is fully inclusive and welcomes applications for the admission of children of all abilities and needs, including those with special educational needs and disabilities. The Academy fully complies with its responsibilities under the Equality Act 2010.

#### **DEFINITION OF A PARENT**

A “Parent” is defined in this policy as a natural or adoptive parent of the child, or a person who is not the natural or adoptive parent of the child, but who has parental responsibility for the child, or who is deemed to be a person who has care of the child instead of their natural or adoptive parent(s).

#### **CHILDREN WITH AN EDUCATION HEALTH AND CARE PLAN**

There are separate statutory procedures in place which govern the admission of children with special educational needs (“SEN”) for whom an Education Health and Care Plan (“EHC plan”) has been issued by their Local Authority. This means that the parents of children who have an EHC plan, should not apply for admission to the Academy under this Admission Policy. If parents have a preference for the Academy to be named as the provider in their child’s EHC plan, the Local Authority needs to be made aware of this so that they can consider whether the Academy is suitable in consultation with the child’s parents and the Academy.

Where a child’s EHC plan names the school, they will be admitted even if this means going over the PAN. Where they are admitted in the normal admission round to Year 7 in September, they will be allocated places within the PAN and the remaining places will then be allocated in accordance with this policy. At other times, they will be admitted over PAN where there are no places available.

#### **APPLICATIONS FOR ADMISSION OUTSIDE NORMAL AGE GROUP**

All parents (whether applying in the normal admissions round or for in-year admissions) have a right to apply for their child to be admitted to a year group above or below their child’s normal year group. However it is

for the admission authority for each school to decide whether to agree to this or not. Parents do not have an absolute right to decide that their child will be educated outside their normal age group.

In order to apply, parents must complete a separate application form (called an Application for Admission Outside Normal Age Group form), which is available via the Academy's office. The Out of Normal Age Group form should be submitted to the Governing Committee and must include supporting evidence. Applications should be submitted as early as possible so that all options are kept open before deadlines pass, as an application for admission will also have to be made within the timescale set out in this document.

On receipt of a completed application form and any supporting documentation, the Governing Committee will need to decide whether to agree or refuse the application. This decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. The factors the Governing Committee will consider include the following:

- The parent's views;
- The Head Teacher's views;
- Information about the child's academic, social and emotional development;
- Where relevant, the child's medical history and the views of their medical professionals;
- Whether the child has previously been educated outside their normal age group;
- Whether the child may naturally have fallen into a lower age group if not for being born prematurely.

Where the application is refused, the Governing Committee will write to the parent(s) confirming the refusal, clearly setting out their reasons for their decision. Parents do not have a statutory right of appeal against a decision to refuse an application for a child to be admitted outside their normal age group, however a complaint can be submitted under the Academy's Complaints Policy if the child's parents believe that the Governing Committee did not deal with the application properly.

Where the application is agreed in principle, the Governing Committee will write to the parents confirming the agreement in principle. Parents should note that an agreement in principle is not the same as an offer of a place in the desired year group - it is simply an indication that the Governing Committee will accept an application for admission of the child to the desired year group. Once an application for admission to the desired year group has subsequently been submitted, it will be processed with all other applications for that year group, applying the oversubscription criteria set out in this policy where that year group is oversubscribed. The application for admission must be accompanied by the letter confirming the Governing Committee's agreement in principle.

For the avoidance of doubt, this means that even where the Governing Committee has agreed in principle to a child being admitted outside their normal age group, there is no guarantee that a place in the desired year group will be achieved for the child.

### **PUBLISHED ADMISSION NUMBER ("PAN")**

The published admission number ("PAN") for Year 7 at the Academy is 261 pupils.

This means that the Academy will admit up to that number of children in the September of the school year to which this policy applies.

Of these, 20 places will be allocated to children with an aptitude for music.

### **APTITUDE PLACES**

The 20 places of the 261 available places in Year 7 will be allocated to children who show an aptitude for music, namely those who have demonstrated potential to develop musical skill and who will benefit from the music related facilities of the Academy. No previous knowledge or experience of musical practice or theory is necessary nor are candidates restricted by address in order to apply for the listening test.

Children for whom an aptitude place is sought will be invited to attend a written listening musical aptitude test at the Academy. The test will take approximately forty minutes to complete, and will consist of approximately sixty questions relating to music, including pitch, shape, volume, lengths of sound, texture and speed of sound.

The school will display the dates of the aptitude tests on the Ashmole Academy website [www.ashmoleacademy.org](http://www.ashmoleacademy.org) by 1<sup>st</sup> January each year. Parents are invited to view the website for confirmation of dates and further information.

Children who are unable to attend on the set date for a compelling unavoidable reason (for example, compulsory religious observance, medical or disability related reasons, or the loss of a close relative) will be offered one alternative date. Parents should notify the Academy of the reasons for the inability of their child to attend and the reasons for this as soon as possible, and provide supporting evidence where relevant. It will be for the Governing Committee to decide whether it is satisfied that the reasons stated are compelling and that one other date should be offered. The Governing Committee will make decisions fairly and consistently and having regard to the need to make reasonable adjustments for disabled pupils as required under equalities legislation.

After the test has been taken, children who achieve a mark of 45 or above will be invited to attend an audition during which they will need to sing or perform a piece on a musical instrument of their choice. Should fewer than 100 pupils achieve a mark of 45 or above, the Governing Committee will invite the next highest scoring children to attend the audition until 100 pupils have been invited to attend the audition. In the event of a tie that results in more than 100 pupils qualifying to be invited to attend the audition, all the pupils subject to that tie will be invited to attend the audition. Children will be free to choose the piece they perform, which should last no longer than three minutes. If the piece chosen runs up to three minutes, the child will be asked to stop the performance at that point. Each child will be given their own appointment for their audition, which will not take place in front of any other children. Again, the purpose of the audition is **not to assess the child's ability to sing or play the musical instrument**, but rather to determine whether the child has the potential to learn or develop musical skills as a student of the Academy.

After all of the auditions have taken place, each child's aptitude for music will be graded in relation to their performance at the audition. This will be done by a panel which consists of the Academy's music teachers and an independent music specialist. The pupils will then be ranked and the top 20 highest ranked children will be allocated an aptitude place.

In order to apply for an aptitude place, parents must still apply through e-admissions ([eadmissions.org.uk](http://eadmissions.org.uk)) and submit it to the local authority on or before the application deadline in the usual way. Children who are unsuccessful in achieving an aptitude place will then be considered for a regular place with all other applicants (see below).

## **REGULAR PLACES**

The remaining 241 places will be allocated to all other children whose parents have expressed a preference for the Academy in the Common Application Form, including those children who were unsuccessful in achieving an aptitude place.

Where more applications are received than there are places available, the available places will be allocated in the following order of priority:

## 1. Looked After and Previously Looked After Children

Looked after and previously looked after children will be allocated places under this category by reference to the proximity of the child's home address (as defined by this policy) to the Academy, with those living nearer receiving higher priority.

A "looked after child" is a child who is in the care of the local authority, or is being provided with accommodation by a local authority in the exercise of its social services functions at the time of application. A "previously looked after child" is a child who was in public care, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately after being in public care as well as those children who appear (to the Governing Committee) 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.

To be included in this category, the application must be supported by the relevant Local Authority's Children's Services Department. In the case of a previously looked after child:

- a copy of the adoption, child arrangements or special guardianship order must also accompany the application for admission where a child falls under this criteria because they are subject to such an order; or
- for a child who appears to the Governing Committee to have been in state care outside of England and ceased to be in state care as a result of being adopted, parents should provide evidence to support their application under this criteria.

Failure to do so will result in the child being placed into the next category that applies.

## 2. Children with a Sibling at Ashmole Academy

Children who have a sibling at the Academy at the date of application will be allocated places under this category by reference to the proximity of the child's home address (as defined by this policy) to the Academy, with those living nearer receiving higher priority.

A "sibling" will include a full, half, step, adopted and foster brother or sister, as well as a child of a parent's partner with whom he or she has been cohabiting as if they were husband and wife or civil partners for a period of at least one year at the application deadline, and in all cases the sibling must be living permanently at the child's home address (as defined by this policy) and being brought up within the same core family unit as a sibling to the applicant child. For the avoidance of doubt, a child of a friend or extended family member (for example, a cousin) living at the same address as the applicant child will not be a "sibling" for the purpose of this policy.

In order to apply under this category, parents must ensure that full details of the sibling are stated within the Common Application Form. Failure to do so will result in the child being placed into the next category that applies.

## 3. Children of Employees of Ashmole Trust who work at Ashmole Primary School or Ashmole Academy.

Children with a parent who has been employed by the Trust, excluding employees on a casual contract, for a) a period of at least two years at the application deadline, whether based at Ashmole Academy or Ashmole Primary School, or b) who were recruited to fill a vacant post for which there was a demonstrable skill shortage, will be allocated places under this category by reference to the proximity of the child's home address (as defined by this policy) to the Academy, with those living nearer receiving higher priority.

For the avoidance of doubt, a) and b) above do not denote an order of priority – all children falling within this category will be treated equally, applying the tie breaker where necessary.

In order to apply under this category, the parent who is the employee of the Trust must complete the Common Application Form and ensure that they confirm within it that they are an employee. Failure to take these steps by the closing date for applications will result in the child being placed into the next category that applies.

4. Ashmole Primary Feeder School

Pupils at Ashmole Primary School (part of Ashmole Trust) who are transferring into secondary education. Children will be allocated places under this category by reference to the proximity of the child's home address (as defined by this policy) to the Academy, with those living nearer receiving higher priority.

5. All Other Children

Children who do not fall into any of the categories above will be allocated places under this category by reference to the proximity of the child's home address (as defined by this policy) to the Academy, with those living nearer receiving higher priority.

### **CHILD'S HOME ADDRESS**

The child's home address will be the child's permanent home address, i.e. the address at which the child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address at which the child is registered with the doctor, however, all evidence will be taken into account and each application will be assessed on a case by case basis. No other address (including a business address) will be accepted.

Please refer to the Check List for Ascertaining "Child's Home Address" for Oversubscription (Distance), which outlines the documents used for verification.

Where there is an issue over whether the home address stated by parents in the application for admission is the child's home address as defined by this policy, parents may be required to provide additional documentary evidence to resolve the issue. Parents of children whose application relies [in part or in whole] on establishing the child's home address will be required to provide proof that the address submitted with the application is the child's home address.

Governors reserve the right to withdraw an offer if the offer has been offered in error, a parent has not responded within a reasonable period of time to the offer, or it is established that the offer was obtained through fraudulent or intentionally misleading information. Where the parent has not responded to the offer, the Governing Committee will give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh by the Governing Committee, and a right of appeal offered if an offer is refused. Governors also reserve the right to withdraw a place once the child has started at the Academy and at any time during the child's first term at the Academy, where it is established that the place had been fraudulently obtained. To determine whether an offer or a place has been obtained through fraudulent or intentionally misleading information, the Governing Committee frequently requests additional evidence, which it will check and monitor.

The Governing Committee will refuse to allocate a place under this category where it establishes, after considering such relevant documentary evidence as the Governing Committee requires, that the child's home address as stated in the application is not the child's home address as defined under this policy. If the child has changed addresses within 12 months before the date of application, but a property that was a previous home address has been retained (where it is less than 50 miles from the school), the Governing Committee will carefully scrutinise such evidence as it reasonably requires to ensure that an application providing that the child's home address is that of the property closer to the school is indeed the child's home address as defined under this policy, and that there has been no attempt to obtain the place through fraud or the provision of misleading information.

Please refer to our **"Guidance for Verification of Child's Home Address for Oversubscription Distance"** for additional information on locality applications. This can be viewed on the Admissions Section of the School website at [www.ashmoleacademy.org](http://www.ashmoleacademy.org).

## **DISTANCE MEASURING**

The distance between the child's home address (as defined by this policy) and the Academy will be measured in a straight line between the address point for the child's home, supplied by Ordnance Survey, to the school's main gate using the Council's computerised geographical information system.

In the case of buildings containing a number of different dwellings (i.e. an apartment block), the distance will be measured from the address point in the building regardless of where within the building the child's home address is actually located, with the tie breaker being applied as necessary.

## **TIE BREAKER**

Where two applications cannot otherwise be separated because the distance from the child's home address (as defined by this policy) to the Academy is equal, the order in which places will be allocated will be determined by random lottery in the presence of a person who is independent of the Academy and the Local Authority.

## **CHILDREN OF UK SERVICE PERSONNEL AND CROWN SERVANTS**

The Academy will accept applications and allocate a place for the admission of the children of UK Armed Forces Personnel with a confirmed posting in the area of the Academy, or the children of Crown Servants returning from overseas to live in the area of the Academy, in advance of them arriving. This effectively means that these children do not have to be living at the stated home address at the application deadline, as all other children do.

The application for admission must be supported by an official letter declaring the relocation date. The Academy will use the address at which the child will live when applying our oversubscription criteria, as long as parents provide some evidence of their intended address. We will use a Unit or quartering address as the child's home address when considering the application against the oversubscription criteria, where a parent requests this.

## **APPLICATIONS FOR ADMISSION IN THE NORMAL ADMISSION ROUND**

Applications for admission to Year 7 in September (known as admission "in the normal admission round") must be made to the parent's home Local Authority by completing its Common Application Form ("CAF") which is accessible via the Local Authority's admissions page on its website. The completed CAF must be returned to the parent's home Local Authority; it must not be returned to the Academy.

Failure to submit the CAF by the application deadline will result in the application being dealt with as a late application, which means that it will be accepted but will not be considered until all applications received on or before the application deadline have been considered, which is likely substantially to reduce the chance

of achieving a place.

## **IN YEAR ADMISSION AND APPLICATIONS TO OTHER YEAR GROUPS**

The Academy participates in the Local Authority's coordinated scheme for in-year admission to year groups 7-11. These applications must be made to the Local Authority, rather than the Academy. Further information about this, including the relevant application form, is accessible via the Local Authority's admissions page on its website <https://www.barnet.gov.uk/schools-and-education/school-admissions/year-admissions>. If more applications are received than there are places available, applications will be ranked in accordance with the admissions/oversubscription criteria as outlined above.

## **ADMISSION TIMETABLE**

The deadline for applications for admission to Year 7 in the normal admission round is on or around 31<sup>st</sup> October. Late applications will be accepted but will not be considered until after all of the applications received on or before the application deadline have been processed, substantially reducing the chance of achieving a place.

National Offer Day for places in Year 7 in the normal admission round is on or around 1<sup>st</sup> March. On that date, parents will be notified whether their application for admission has been successful or not. Where an application is unsuccessful, the reason for this will be confirmed in the notification letter.

The Acceptance Form must be returned to the Local Authority and must not be returned to the Academy. Failure to accept your offer within a reasonable period of time and after having been provided with a further opportunity to respond may result in the offer of admission being withdrawn and the place being offered to the next child on the waiting list. The applicant will receive written confirmation of such a withdrawal of a place from the Local Authority and the Academy will be informed.

## **ADMISSION APPEALS**

Parents have a statutory right of appeal against the refusal of a place (whether during the normal admissions rounds or for in-year admissions) which will be heard before an independent panel. Full details about the statutory right of appeal, including how and when the request for an appeal must be lodged, will be confirmed in the notification letter sent to parents on National Offer Day.

A request for an admission appeal must be accompanied by the grounds for making the appeal (i.e. why it is believed that this Admission Policy does not comply with the School Admissions Code 2021 or other legislation, or was not correctly applied in relation to the application for admission). Before setting out the grounds of appeal, parents are advised to consider the reason for the refusal stated within the notification letter.

The Academy is required to publish an admission appeal timetable on its website on or before 28 February before National Offer Day.

## **WAITING LISTS**

The names of all children who are unsuccessful in achieving a place in Year 7 [in the normal admissions round] will be automatically added to the waiting list for Year 7 until the end of July of the same school year in which they would otherwise be admitted. After that date, all names will be removed unless the child's parents notify the Local Authority that they would like their child's name to be kept on the waiting list going forward.

Where an application for in-year admission or admission to a year group other than Year 7 is unsuccessful,

parents will be asked if they would like their child's name to be added to a waiting list for that year group and, if so, for how long. Waiting lists are not routinely kept for other year groups unless parents specifically ask for their child's name to be included on one.

The child's position on a waiting list will be ranked solely in accordance with the order of priority set out in this policy, and not in accordance with the date that the child's name was added to the waiting list. This means that the child's name may go up or down the waiting list, as the names of other children are added or removed.

#### FAIR ACCESS

The Academy is committed to taking a fair and reasonable proportion of children who are vulnerable and/or hard to place, as identified in the locally agreed Fair Access Protocol in accordance with the Admissions Code.

#### FURTHER INFORMATION

For further information about admission to the Academy, please contact the Admissions Co-ordinator.