



THE
GRANGE
ACADEMY

ASPIRE FOR EXCELLENCE

ADMISSIONS POLICY 2025- 2026

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Next Review Date: August 2026

Academy Link: Mr J Jardine



Admissions Code

This document sets out the admission arrangements for The Grange Academy.

The Academy will comply with all relevant provisions of the statutory codes of practice for academy admissions. Reference in the codes to admission authorities shall be deemed to be references to the governing body of The Grange. In particular, The Grange will take part in any admissions forum set up by Halton Borough Council and will participate in the co-ordinated admission arrangements operated by the Local Authority (LA).

Notwithstanding these arrangements, the Secretary of State may direct The Grange Academy to admit a named student to The Grange Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

The admission arrangements for The Grange Academy for the year 2026 and, subject to any changes approved by the Secretary of State, for subsequent years are:

The Grange Academy has an agreed planned admission number of 180 full time students in the secondary phase (11-16). The Grange Academy will accordingly admit at least 180 students in the relevant age group each year if sufficient applications are received in line with this policy.

The Grange Academy may set a higher admission number as its planned admission number for any specific year. Before setting an admission number higher than its agreed admission number appropriate notifications will be issued. Students will not be admitted above the planned admission number unless exceptional circumstances apply.

Process of application for Secondary Phase

Applications for places at the Academy will be made in accordance with Halton Borough Councils Local Authority's co-ordinated admission arrangements, and parents will complete their home Local Authority Common Application Form. The Grange Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by Halton Borough Council Local Authority:

- September / October: The Academy will provide an opportunity for parents and prospective students to attend an Open Evening.
- October: Parents complete the Common Application Form of their home Local Authority and return it to their home Local Authority to administer.
- November – Halton Borough Council LA receives the admission data for The Grange Academy from the Local Authorities and forwards this admission data to The Grange Academy (regardless of preference).
- Early March – One offer of a secondary school place is made to parents by their home Local Authority.

Please note that, to be considered for admission, all applicants must complete and submit their home Local Authority's common application form** including The Grange as one of their preferences. The Academy will also provide information to the Local Authority for inclusion in the Admissions to Secondary school online publication.

** Students in Year 6 at The Grange Academy will automatically receive a place in the secondary phase of The Grange Academy and will not be required to complete a preference form.

For admission to The Grange, as this is an all through school, pupils already attending The Grange in year 6 will automatically transfer to year 7 in the School and parents will not be required to complete a preference form. Parents making preferences to other schools will forfeit their right to automatic transfer. To benefit from this automatic transfer your child must be enrolled full-time at the school by the deadline for applications, being 31st October. If your child is enrolled after this date the oversubscription will be used:

Consideration of applications

The Grange Academy will consider all applications for places. Where fewer than 180 applications are received, the Academy will offer places to all those who have applied.

All applicants will be required to have followed the school admissions procedures. For admission to The Grange, as this is an all through school, pupils already attending The Grange in year 6 will automatically transfer to year 7 in the School and children will not be required to complete a preference form. After the admission of pupils named in an Education, Health and Care Plan and the school can meet the needs of the individual student, applicants will then be allocated a place on the following criteria:

The remaining places will be filled by other applicants requesting a place and places will be allocated in accordance with the following criteria:

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order); Children who appear to the Local Authority as the admission authority for community and voluntary controlled schools to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Siblings; Pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household attending the school and expected to continue in the following year.
3. Distance; Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in metres from the address point of the place of permanent residence of the pupil to the address point of the school.

The school will consider the point of residence in joint custody circumstances on the production of relevant evidence to support this claim. In the event of an oversubscription

based on exact distance matches, the place/s would be allocated by the following tie break measures:

Tie break

If only one of the exact distance matches has a sibling connection which will remain in place at the start of the new academic year, the place/s will be allocated to the sibling connection.

If more than one exact distance match has a sibling connection which will remain in place at the start of the new academic year, the place/s will be allocated by the drawing of lots. In no sibling match is present in the new academic year, the place/s will be allocated by the drawing of lots.

Process of Application for the Primary Phase

The Grange Academy is a designated all through school, therefore children enrolled in the nursery at the closing date will automatically transfer from the nursery to reception (infants), infants to juniors, and juniors to secondary within The Grange. Following the transfer of those children from the nursery to reception class the remaining places will be allocated in accordance with the admissions criteria detailed below. If a child is enrolled to the nursery after the primary closing date, and allocations have been made and the school is full, the child will be placed on the waiting list.

If you child starts Nursery after the deadline for applications (15th January), or after the allocations letters are sent (16th April), please ensure you contact the School and the Local Authority as a place may not be guaranteed.

The Published Admission Number for each infant and junior class is 60 places. This is not including students that have access to the Resource Bases.

We will provide for the admission of all children in the September following their 4th birthday if they have successfully gained a place in reception.

Please note that;

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age; and parents can request that their child takes up the place part-time until the child reaches compulsory school age.

For admission to The Grange, as this is an all through school, pupils already attending The Grange nursery will automatically transfer to Reception in the School and parents will not be required to complete a preference form. Parents making preferences to other schools will forfeit their right to automatic transfer. To benefit from this automatic transfer your child must be enrolled at the nursery by the deadline for applications, being 15th January. If your child is enrolled after this date the following oversubscription will be used:

Oversubscription Criteria for Primary

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order); Children who appear to the Local Authority as the admission authority for community and voluntary controlled schools to have been in state care

outside of England and ceased to be in state care as a result of being adopted.

2. Siblings; Pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household attending the school and expected to continue in the following year.
3. Distance; Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in metres from the address point of the place of permanent residence of the pupil to the address point of the school.

Nursery

Children are normally entitled to a free nursery education place from the beginning of the term following their third birthday.

Child's 3 rd Birthday is between	Normal term of admission to Nursery class
1 April - 31 August	Autumn term start (September)
1 September - 31 December	Spring term start (January)
1 January - 31 March	Summer term start (April)

Application procedures

A nursery application form should be completed and submitted directly to the school during the appropriate application period and all applications will be considered on a termly basis.

All applications received by the respective closing date will be considered together - if the school has received more applications than places available, the oversubscription criteria will be applied to all applications to determine how places are allocated.

The school will inform parents/carers of the outcome of their application after the closing date.

Where a place can be offered, a start date and further admission arrangements will be provided.

If parents/carers do not require the place, they should inform the school immediately in writing.

Where a place cannot be offered, names may be kept on a waiting list in line with the oversubscription criteria and, if places become available, they will be re-offered from the waiting list.

There is no right of appeal against the refusal of a place due to that nursery class being full.

Any offer of a place may be subject to parents/carers providing proof documents to confirm information stated on the application form and used in the allocation of places. Places obtained on the basis of false information may be withdrawn.

If application information changes, parents/carers must inform the school without delay to avoid the application being considered incorrectly.

Nursery Admissions Criteria

The following criteria will be applied in strict priority order to decide how places will be allocated;

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order); Children who appear to the Local Authority as the admission authority for community and voluntary controlled schools to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Siblings; Pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household attending the school and expected to continue in the following year.
3. Distance; Pupils living nearest to the school measured using an Ordnance Survey address-point system which measures straight line distances in metres from the address point of the place of permanent residence of the pupil to the address point of the school.
4. Children aged 4 with an older brother or sister expected to be attending that nursery class or primary school at the time of the younger child's admission.
5. Other children aged 4.
6. Children aged 3 with an older brother or sister expected to be attending that nursery class or primary school at the time of the younger child's admission.
7. Other children aged 3.

If there are more children in any one category than places remaining, the following tie-break will be used:

Home to school distance, with the child living closest to the school having priority. In rare cases where the distance tie-break does not assist, e.g. in the case of twins/multiple births or children in the same block of flats, random selection will be undertaken to complete the allocation.

Organisation

The nursery caters for 52 children on a part time basis who attend either 5 mornings or 5 afternoons per week or on a full time 30 hours basis (depending on eligibility for free 30 hours education).

Prior visits and transition

Parents have the opportunity to visit without children for an informal meeting where they are able to meet staff have a short discussion about the nursery and view the building and grounds.

In the half term prior to starting children will be invited to attend a short session where they will meet the teacher and other staff. During this time parents have the opportunity to share important health and medical information. This is also a time for staff to begin baseline assessments to ensure smooth transition into nursery.

Children with additional needs

The school has policies for special educational needs, disability and inclusion.

Parents of children with additional needs or disabilities are encouraged to contact the school prior to admission to discuss how the school, family and relevant agencies can work together to meet the child's needs.

Where parents have concerns about their child's development or additional needs have already been identified we encourage parents to share this information so that we can put in place additional transition arrangements. Additional arrangements may include a home visit, a meeting with all agencies as well as additional transition settings to ensure that your child's needs are met fully on transition into the nursery.

For admission to community and voluntary controlled schools the following notes apply:

Children who have a statement of special educational needs (to be known as Education, Health & Care Plan) will be allocated a place at the school named in the statement (Education, Health & Care Plan). Where a child with a statement (Education, Health & Care Plan) is allocated a place this will reduce the number of remaining places available to allocate within the above oversubscription criteria unless they receive a place in one of the Resource Bases which are places above the Published Admission Number (PAN).

Operation of waiting lists

1. Waiting lists for Reception and Year 7 will be maintained until the Autumn term only in line with the LA co-ordinated scheme, at which point the waiting list will cease. The waiting list will comprise of those pupils refused admission to the school. If a place becomes available, the place will be reallocated in accordance with the published over-subscription criteria detailed above. Parents should be aware that their child's place on the waiting list might alter, either up or down, dependent upon the movement of other applicants.

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

Arrangements for appeals panels

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The Grange Academy. The Appeal Panel will be independent of the School. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties.

Arrangements for admitting students to other year groups, including to replace any students who have left The Grange Academy and other educational links;

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available, admit

the child. If more applications are received than there are places available, our over subscription criteria will apply. Parents of children whose application is turned down are entitled to appeal.

Right to withdraw an offer

The Wade Deacon Trust acting as the admissions authority reserve the right to withdraw the offer of a school place where false evidence is received or applicants, upon request, are unable to provide sufficient formal evidence of place of residence in relation to the application.

Resource Bases

The Grange Academy has a 32 place Resource Provision which is broken down as; KS1 ASC Base – 8 places. KS2 ASC Base – 8 places. KS3 & 4 ASC Base – 16 places.

School Contact Details

Admissions Office, The Grange Academy, Latham Avenue, Runcorn, WA7 5DX
info@thegrangeacademy.co.uk

PLEASE NOTE:

All parents in Halton must complete the online preference form www.halton.gov.uk/schooladmissions. Non-Halton residents should follow their Local Authority Preference Form process