



Innovation, Aspiration and Excellence

Admissions Policy – Academic Year 2025-26

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Houlton School Admission Arrangements for 2025-26

1. Introductory Statement

Houlton School is a new, secondary free school located to the east of Rugby on the Houlton development site. The academy caters for pupils aged between 11 and 18 years of age across seven year groups, including sixth form provision. The academy opened to Year 7 pupils only in September 2021, initially accepting 180 pupils into Year 7. This policy sets out the way admissions at Houlton School will be determined for Year 7 in September 2025, when we welcome our fifth cohort of pupils.

More information about Houlton School can be found at www.houltonschool.org.uk

Houlton School is an academy school and is part of the Transforming Lives Educational Trust (TLET), who are responsible for its operation. More information about TLET can be found at www.tlet.org.uk

2. Admission Number

The academy has a published admission number (PAN) of 180 pupils for entry in Year 7 in 2025-26.

The academy will, accordingly, admit this number of pupils if there are sufficient applications. Where fewer applications than the published admission number for the relevant year group are received, TLET will offer places at the academy to all those who have applied.

3. Application Process

Houlton School will coordinate with the Local Authority (LA) to process school offers. This means you will need to complete your LA Common Application Form (CAF):

Warwickshire: www.warwickshire.gov.uk/admissions

Northamptonshire: www.northamptonshire.gov.uk/admissions

Leicestershire: www.leicestershire.gov.uk/admissions

The national closing date for application is **31 October 2024**.

Offers will be made on the national offer day of **1 March 2025**.

4. Oversubscription Criteria

The criteria in this section apply to entry at all phases of the academy; therefore, the same criteria will apply to in-year admissions.

When the academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the academy, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children who are in the care of, or provided with accommodation by, a local authority, and children who were looked after¹ by a local authority but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Places will then be allocated to the inner and outer priority areas as follows:
 - a. Places will first be allocated to children living within the Priority Area One who will have a sibling at the academy at the time of admission;
 - b. Places will then be allocated to children living within the Priority Area One;
 - c. Next, places will be allocated to children living within the Priority Area Two² who will have a sibling at the academy at the time of admission;
 - d. Then, places will be allocated to children living within the Priority Area Two.

The priority area for this academy can be viewed on the Warwickshire County Council website at: <http://www.warwickshire.gov.uk/mapsecondaryschools>

3. Next, places will be allocated where the child is the son/daughter of a permanent member of staff at the Transforming Lives Educational Trust who has been employed for a period of more than one academic year at the time when the application is made and who will have a sibling at the academy at the time of admission;
4. Then, places will be allocated where the child is the son/daughter of a permanent member of staff at the Transforming Lives Educational Trust who has been employed for a period of more than one academic year at the time when the application is made;
5. Next, remaining places will be allocated to other children living outside the priority areas who will have a sibling at the academy at the time of admission;
6. Finally, any remaining places will be allocated to other children living outside the priority areas.

¹ 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in this document mean 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 copy of any relevant documents may be requested by Warwickshire Admissions Service as evidence at any time during the admissions process.

² Houlton School's additional Priority Area 2 has been drawn to include an area north of Rugby Borough. This is in place to support Warwickshire County Council's sufficiency planning for school places in the wider borough.

5. Tie Break

For applicants allocated the same criterion in categories 2-6 above, priority is given in order of distance between the child's home and Houlton School (shortest distance equals highest priority). Distance will be calculated by a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of Houlton School. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data. Where the distance from home to the academy is identical, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out independently of the academy by our nominated admissions authority, Warwickshire Admissions Service.

6. Families of multiple births

Where there is a family of multiple births and they receive the 180th place, we will accept all children from the multiple-birth residing at that household over the PAN.

7. Late Applications

All applications received by the academy after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the academy is oversubscribed, parents may request that their child is placed on the academy's waiting list.

8. Admission of children outside normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their children to be allocated a place.

When such a request is made, TLET will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent/carer.

9. Waiting Lists

Any child who is refused a place at this academy will be automatically added to the academy's waiting list. Waiting lists will be held by Warwickshire Admissions Service.

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise.

A child's position can move both up and down the waiting list as other pupils are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on an academy's waiting list is irrelevant.

Waiting lists will be held until the end of the Autumn term. Parents / Carers will be responsible for contacting Warwickshire's Admissions Service should they wish for their child to remain on the waiting list and will be required to complete a new in-year application form.

10. Appeals

All applicants refused a place have a right to appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Warwickshire Admissions Service by 31st March 2025 for information on how to appeal.

Information on the timetable for the appeals process is available on the Local Authority website at www.warwickshire.gov.uk/admissions

11. In-Year admissions

Families interested in an in-year place at Houlton School should contact the academy directly in the first instance. Applications can then be made directly to Warwickshire Admissions Service, which coordinates in-year admission arrangements, at www.warwickshire.gov.uk/admissions

12. In-Year Fair Access Protocol

Houlton School participates fully in Warwickshire's In-Year Fair Access Protocol.

13. Notes

Home Address

The home address is where the child normally lives. Where a child lives with parents with shared parental responsibility, each for part of the 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, the parents will be asked to determine which residential address should be used for the purpose of admission to the academy. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then address used will be the address where the child spends the majority of the school week.

Sibling (brother or sister attending the academy at the time of admission)

Sibling is defined as: a brother or sister; a half brother or sister; an adopted brother or sister; a step-brother or sister, or the child of the parents' partner, where the child for whom the academy place is sought is living in the same family unit and at the same address as that sibling.

14. Priority Area Map

We have two priority areas. An illustrative version of the map for our priority areas is included below for your convenience.

The map shown is for illustrative purposes only. Interactive versions of the map are online at www.warwickshire.gov.uk/mapsecondaryschools. The version online is the most up to date and where discrepancies occur between the map within this policy and online, the online map is the definitive version. If, after consulting the online maps, you are still unsure about whether you are within the priority area, please contact Warwickshire Admissions Service admissions@warwickshire.gov.uk or 01926 410 410, **Option 3**.

