

DIOCESE OF

# ST ALBANS

MULTI-ACADEMY TRUST

## Trust

# Admissions Policy

## Wenlock CE Academy

### 2027 - 2028

<b>Policy type</b>	<b>Statutory Trust Policy with local context</b>
<b>Reviewed</b>	<b>Annually</b>
<b>Author/Responsible Officer</b>	<b>Headteacher/Governance Officer</b>
<b>Approved by</b>	<b>Trust Board</b>
<b>Date of ratification</b>	<b>11<sup>th</sup> December 2025</b>
<b>Date of next review</b>	<b>Autumn 2026 for 2028/2029</b>

This policy is a mandatory policy for all DSAMAT Academies and must be implemented without any amendments

*Enabling all to flourish: Rooted in God's love*



## Our mission, vision and values

The Trust has a clear **mission** at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally. This is central to our work, and rooted in our Christian foundation (John 10 v 10). Our commitment to mutual flourishing within the school community is built upon our shared belief in Church of England principles. In our Trust, just as in the wider Church of England community, 'flourish' refers to prospering, thriving and growing – not shrinking out and dying. It means prayerfully encouraging all within our schools so that they might prove fruitful, successful and contented in the longer term. We seek to provide space generously for all to flourish in life and all of its structures. Equal treatment for all pupils, staff and the wider community is a core part of enabling this long term, holistic flourishing.

We have a clear **vision** about creating successful schools for the benefit of their communities. All schools provide rich and diverse curricula which evolve to meet the needs of their children and local communities, as well as delivering educational excellence to enable them to continue to flourish in later life.

The way we work and deliver against our mission is critical to our Trust. We have shared, agreed **values** of:

Hope; Nurture; Equality; Respect; Collaboration

The Trust's vision is underpinned by a Christian values framework which is adopted by all schools. It provides clear expectations for all Trust employees on how we wish our values to impact on all areas of school life. It draws on, and is informed by, the National Church of England Vision for Education and the Diocesan Board of Education Vision.

Each school within the Trust has a personalised vision for education, developed locally to reflect the individual character and needs of the school community. This vision is underpinned by the Trust's wider vision, and agreed with the Trust, but it is owned and driven by the headteacher and their LGB.

## Our community

The Trust are dedicated to delivering education that serves local communities. Our schools are inclusive, welcoming those from all and no faiths, from all abilities and backgrounds. We believe in providing a high-quality education, underpinned by Christian values, which enables every child to flourish.

Underpinning all of the Trust's work is a belief in educational excellence. The Trust serves all stakeholders by providing schools with the highest levels of academic rigour and pastoral care.

Our schools are places where children and young people develop and thrive intellectually, socially, culturally and spiritually. All of the Trust's schools teach a broad and balanced curriculum within national guidelines focusing on core skills. This is designed to ensure that all pupils reach their academic potential and seek to enrich their experience along the way. Pupils will be enabled to succeed in an atmosphere of high expectation, aspiring to educational excellence with a firm foundation of values.

This policy forms part of our Trust governance and ensures that we are held to the highest standards as we carry out our duties.



## Statement of Intent

Wenlock C of E Academy is part of the Diocese of St Albans Multi-Academy Trust (DSAMAT) family. At Wenlock C of E Academy, we welcome all pupils, and places at the school are offered in an open and fair way.

The number of places available is determined by the capacity of the school. The Published Admission Number for the school is 90.

The table below sets out who the admission authority is and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Academy	Academy Trust	Schools Adjudicator	Academy Trust

For the remainder of this document, the Diocese of St Albans Multi Academy Trust will be referred to as DSAMAT.



## 1. Introduction and General Principles

- a. Wenlock CE Academy is a member of the Diocese of St Albans Multi-Academy Trust. It is a junior school providing an education, for children aged 7 – 11, within the setting of a Christian community for all children regardless of faith, gender or race and serves the catchment of Crawley Green Infant School (See Appendix 1).
- b. The Diocese of St Albans Multi-Academy Trust is responsible for the admission of pupils to Wenlock CE Academy and admits 90 pupils to Year 3 each September. This published admission number (PAN) has been agreed by the Trust and applies to the year 2027-28.
- c. The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school is a 2-storey building with 2 main staircases. There is a ramp at the entrance to the playground. All classrooms on the ground floor can be entered without steps. As far as possible, the school will ensure that pupils with disabilities can access the same opportunities as other pupils. As a Church school, we welcome applications for children of all faiths and of none. As an inclusive school, children with any special education needs will be treated as fairly as all other applications for admission.
- d. The Local Authority (LA) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will manage the process on behalf of the school according to the scheme published each year. The Trust, as the Admission Authority, will allocate the available places in line with this policy.
- e. The Trust cooperates with the LA to ensure children are admitted under the Fair Access Protocol and will be prioritised above those on the Continuing Interest list. FAP children will also be admitted above the PAN if necessary. Parents of children who are entitled to be considered under the Fair Access Protocol may also make an in-year application for a place at the school (see 4.1 below).

## 2. Application process

- 2.1 All applications for admission to year 3 as part of the main transfer round **must** be made on the **home** Local Authority Common Application Form (CAF) and must be submitted by the closing date of 15<sup>th</sup> January 2027.
- 2.2 Information for Luton Borough residents about the process for making an online application and the timetable for admission applications and decisions are published on the school admissions pages of the Luton Borough website [School admissions \(luton.gov.uk\)](https://www.luton.gov.uk/school-admissions) Luton Borough residents who are unable to apply online should contact the Admissions helpline on 01582 548016 or completing the school admissions general enquiry form: [School admission general enquiry form](#). Parents living outside the Luton Borough area must make an application via their home local authority. Applicants who wish their applications to be considered under category 2.6(d) must complete the school's supplementary information form (SIF) and have this countersigned by the relevant priest or minister. The school's SIF can be downloaded from the admission page of the school's own website [Admissions | Wenlock CE Academy \(wenlockacademy.co.uk\)](https://www.wenlockacademy.co.uk/admissions) or a paper copy can be obtained from the school office by contacting the Academy on 01582 730624 or email [admin@wenlockacademy.co.uk](mailto:admin@wenlockacademy.co.uk) or by contacting the Luton Borough Admissions Team. Completed SIFs must be returned to the school office or the



Luton Borough Admissions Team by the closing date for applications. If no SIF is completed, then the Trust will consider the application using only the information available via the CAF.

- 2.3 The school provides for the admission of all successful applicants who have reached their 7<sup>th</sup> birthday by the beginning of September 2027. All applicants will be given a place if the number of applications is the same as or less than the number of places available.
- 2.4 Parents of children who are being educated in the year group below their normal age group in their infant school setting and who wish their child to continue to be educated out of year group for their junior schooling are advised to make an application for a junior place at Wenlock CoE Academy in the child's normal age group, when the child is in Year 1, and before the closing date for applications (15<sup>th</sup> January 2027), and to submit a request for admission out of year group at the same time. If this recommended process is followed then the Trust will respond to the request before any places are offered. If the request is accepted then a new application must be made as part of the following year's application round. Please also see section 3(c).
- 2.5 The Trust will admit a pupil with an Education Health Care Plan (EHCP) which names the school. These children will be admitted before any oversubscription criteria are applied.
- 2.6 When there are more applications than there are places available, the Trust will admit pupils according to the following criteria in order of priority.
- (a) All 'looked after' children (LAC) or children who were previously 'looked after' (PLAC) including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC)
  - (b) Siblings of children on the roll of the school at the time of application and expected to still be on the roll of the school at the time of admission
  - (c) Children of staff employed at the school.
  - (d) Children on the roll of Crawley Green Infant School at the date of application whose home address is within the catchment area of Crawley Green Infant School
  - (e) Children with a parent who regularly attends any of the Church of England churches in the Luton Deanery or any other place of Christian worship which at the date of application is a member of Churches Together in Luton
  - (f) Children on the roll of Crawley Green Infants at the date of application whose home address is outside the catchment area of Crawley Green Infant School
  - (g) Any other children

Please also see the notes and definitions below.

### **3. Notes**

#### **a) Tie-break**

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The local authority will measure the distance from the address point of the pupil's home identified in the Local Land and Property Gazetteer to a central point on the school site, namely the main entrance of the school. In the event of (i) two or more children living at the same address (e.g. children resident in a block of flats) or (ii) two addresses measuring the same distance from the school the allocation of the



available place(s) will be decided by means of an independently-supervised, random draw witnessed by a Council Officer who is independent of the Luton Borough Admissions team.

#### **b) Twins and multiple birth siblings**

Where a place is offered to one twin or multiple birth child the other twin or multiple birth sibling(s) will also be admitted, even if this means that the PAN is exceeded.

#### **c) Applications for education out of year group**

Children are normally educated in their normal age group, with the curriculum differentiated as necessary to meet their needs. If however parents believe that their child should be educated in a different year group then they should, at the time of application, make a request in writing to the Trust for their child to be admitted out of year group. Requests should be made by letter addressed to the Trust (email to: [jhoughton@stalbandsmat.co.uk](mailto:jhoughton@stalbandsmat.co.uk)) and enclose any supporting evidence that the parents wish the Trust to consider in support of that request. Decisions will be made by the Trust in the best interests of the child and on the basis of the circumstances of each case, including the views of the child's parents; the view of the headteacher; the child's academic, social and emotional development; where relevant, the child's medical history and the view of a medical professional; whether they have previously been educated outside of their normal age group; and whether the child may naturally have fallen into a lower age group if it were not for being born prematurely. If the request is accepted there is no guarantee that a place will be available in the desired year group and if the request is rejected there is no right of appeal. Reasons will however be given for the Trust's decision. Please see paragraph 2.4 for further information about applications for children who are being educated out of year group at their current infant school.

### **Definitions**

#### **'Looked after' children**

The Children's Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

Previously looked after children will be prioritized under category 2.6(a) if they were looked after immediately before being adopted or becoming subject to a child arrangements order or a special guardianship order. 'Adopted' refers to an adoption order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order setting out the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. 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)

In state care outside of England means in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

#### **Sibling**

A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner. It also includes fostered siblings where foster care has been arranged by a local authority (other than a looked after child in a respite placement or very short-term or bridging foster placement). In every case, the applicant must be living at the same address as the sibling. If an applicant lives at more than one address, the sibling



must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school.

The sibling must be in the school at the time of application and be likely to still be on the roll of the school at the proposed date of admission.

### **Children of staff**

The Trust will give priority under category 2.6 (d) to admit children of staff where either or both of the following circumstances apply: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. The staff member must be the child's biological or adoptive parent or have legal parental responsibility for the child and the child must live permanently at the same address as the parent employed at the school. Staff members can obtain a list of roles for which the Trust has determined there to be a demonstrable skill shortage by emailing [jhoughton@stalbandsmat.co.uk](mailto:jhoughton@stalbandsmat.co.uk)

### **Crawley Green Infant School Catchment Area**

A list of the streets included in the Crawley Green Infant School catchment area is attached as Appendix 1.

### **Home Address**

The address given on the application form must be the child's permanent home address at the closing date for applications.

A pupil's home address will be regarded as the address where the child spends the majority of the school week (i.e. Monday to Friday, including nights) with his or her parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. Where a child lives equally at two different addresses, parents should make a single joint application naming one address. If there is any query on the home address this will be checked against official documentation.

### **Regular attendance at a Christian church (category 2.6(d))**

Regular attendance means that at least one of the child's parents has attended a service of public worship at one of the churches included in this category on average at least once a month for a period of at least 6 months immediately before the closing date for applications. For a list of parishes included in the Luton Deanery please visit [Luton Deanery](#) and for a list of the current members of Churches Together in Luton please visit [Churches Together In Luton \(lutonchurchestogether.org.uk\)](http://lutonchurchestogether.org.uk).

Parents applying under 2.6(d) must also complete the school's Supplementary Information Form (see paragraph 2.2). In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

## **4. In-Year Admissions**

- 4.1 The school is part of Luton Borough's co-ordinated in-year scheme. In-year applications for admission to the school should be made to the Luton Borough Admission Team [Transferring to a](#)



[new school or academy \(luton.gov.uk\)](https://luton.gov.uk). Parents unable to access the online system can complete the school admissions general enquiry form [School admission general enquiry form](#) or call the Admissions helpline on 01582 548016 for advice on obtaining a paper application form. Where there are more applications than places available the Trust will apply the oversubscription criteria set out in 2.6 above to determine which child(ren) should be allocated a place. Applicants under category 2.6(d) must complete the school's SIF (see above) and have this counter-signed by their priest or minister. The completed SIF must be returned to the Admission Team or to the school office.

- 4.2 Parents of children entitled to be considered under a Fair Access Protocol may also make an In Year application to the school as described in 4.1.

## **5. Waiting List**

- 5.1 All children who are unsuccessful with their applications will be placed on a waiting list. Applications will be ranked according to the oversubscription criteria in 2.6 above and the waiting list will be re-ranked each time a name is added to or removed from the list; this means that a child's place in the list can change as other children join or leave it. Waiting lists for all year groups will be maintained until 31<sup>st</sup> July 2028. Parents who wish their child's name to remain on the waiting list after that date must make a new in-year application for a place at the school.

## **6. Appeals Process**

Parents who have not been allocated a place for their child have a right to appeal to an independent panel and will receive information about the appeals process with the refusal email or letter from the local authority [Appeals process for school admissions \(luton.gov.uk\)](#).

## **7. Monitoring and Review**

- 7.1 The Trust Board is the admission authority for the Academy and has the responsibility for reviewing the implementation and effectiveness of this policy. The policy will be approved by the Trust Board and promoted and published throughout the Trust.
- 7.2 The policy will be reviewed and determined annually.

## **Appendix 1 (list of streets included in Crawley Green Infant School Catchment Area)**





Crawley Green Infant School – Catchment Area – Street List (this can be found on [School admissions \(luton.gov.uk\)](https://www.luton.gov.uk/school-admissions))

Street Name	Primary Catchment
Abbey Drive	Crawley Green
Abbots Court	Crawley Green
Abbots Wood Parade	Crawley Green
Abbots Wood Road	Crawley Green
Buchanan Court	Crawley Green
Coverley Court (Falconers Road)	Crawley Green
Cowridge Crescent	Crawley Green
Cuckoo's Nest	Crawley Green
Fielding Heights (Falconers Road)	Crawley Green
Hamel Court	Crawley Green
Hartop Court (Lalleford Road)	Crawley Green
Kernow Court (Abbots Wood Road)	Crawley Green
Ketton Court	Crawley Green
Pitsford Terrace (Pomfret Avenue)	Crawley Green
Prentice Way	Crawley Green
Ridge Court	Crawley Green
Rutland Path	Crawley Green
Tower Court	Crawley Green
Hart Lane	Crawley Green [Ward: Crawley & Hightown]
Eaton Green Road 1-54	Crawley Green [Ward: Crawley & Wigmore]
Armstrong Road (even numbers)	Crawley Green [Ward: Crawley]
Beaconsfield	Crawley Green [Ward: Crawley]
Blaydon Road	Crawley Green [Ward: Crawley]
Brendon Avenue	Crawley Green [Ward: Crawley]
Brooms Road	Crawley Green [Ward: Crawley]
Buchanan Drive	Crawley Green [Ward: Crawley]
Carteret Road	Crawley Green [Ward: Crawley]
Chertsey Close	Crawley Green [Ward: Crawley]
Derwent Road	Crawley Green [Ward: Crawley]
Devon Road	Crawley Green [Ward: Crawley]
Durham Road	Crawley Green [Ward: Crawley]
Eaton Valley Road	Crawley Green [Ward: Crawley]
Falconers Road	Crawley Green [Ward: Crawley]
Falks Hill	Crawley Green [Ward: Crawley]
Fermor Crescent	Crawley Green [Ward: Crawley]
Gayland Avenue	Crawley Green [Ward: Crawley]
Gresham Close	Crawley Green [Ward: Crawley]
Haddon Road	Crawley Green [Ward: Crawley]
Harrowden Road	Crawley Green [Ward: Crawley]
High Ridge	Crawley Green [Ward: Crawley]
Hollybush Road	Crawley Green [Ward: Crawley]
Hornsby Close	Crawley Green [Ward: Crawley]
Hunting Drive	Crawley Green [Ward: Crawley]
Ketton Close	Crawley Green [Ward: Crawley]
Lalleford Road Odd numbers	Crawley Green [Ward: Crawley]
Leygreen Close	Crawley Green [Ward: Crawley]
Lyneham Road	Crawley Green [Ward: Crawley]



Maulden Close	Crawley Green [Ward: Crawley]
Mistletoe Hill	Crawley Green [Ward: Crawley]
Mossbank Avenue	Crawley Green [Ward: Crawley]
Nethercott Close	Crawley Green [Ward: Crawley]
Norfolk Road	Crawley Green [Ward: Crawley]
Overfield Road	Crawley Green [Ward: Crawley]
Plymouth Close	Crawley Green [Ward: Crawley]
Polzeath Close	Crawley Green [Ward: Crawley]
Porlock Drive	Crawley Green [Ward: Crawley]
Rowelfield	Crawley Green [Ward: Crawley]
Rutland Crescent	Crawley Green [Ward: Crawley]
Silecroft Road	Crawley Green [Ward: Crawley]
Summers Road	Crawley Green [Ward: Crawley]
Tower Road	Crawley Green [Ward: Crawley]
Whitcroft Road	Crawley Green [Ward: Crawley]
Pomfret Avenue	Crawley Green [Ward: Hightown]
Treetops Close	Crawley Green [Ward: Hightown]
Percival Way	Crawley Green [Ward: Wigmore]
President Way	Crawley Green [Ward: Wigmore]
Prince Way	Crawley Green [Ward: Wigmore]
Proctor Way	Crawley Green [Ward: Wigmore]
Prospect Way	Crawley Green [Ward: Wigmore]
Provost Way	Crawley Green [Ward: Wigmore]
Spittlesea Road	Crawley Green [Ward: Wigmore]
Crawley Green Road 26-92	Crawley Green [Wards: South, Crawley, Hightown & Wigmore]
Crawley Green Road 63-197	Crawley Green [Wards: South, Crawley, Hightown & Wigmore]
Crawley Green Road 94-312	Crawley Green [Wards: South, Crawley, Hightown & Wigmore]



**PLEASE NOTE THAT THIS FORM NEEDS TO BE COMPLETED IN ADDITION TO THE LOCAL AUTHORITY APPLICATION FORM IF APPLYING UNDER CATEGORY 2.5(d). PLEASE READ THE ADMISSION POLICY BEFORE COMPLETING THIS FORM.**

## **Wenlock CE Academy**

Beaconsfield Road, Luton, LU2 0RW Telephone:01582 730624

### **SUPPLEMENTARY INFORMATION FORM**

**ACADEMIC YEAR 2027 to 2028**

Full name of child: .....

Date of birth: .....

Address: .....

.....

Postcode ..... Telephone no: .....

Email Address .....

Surnames / first names of parents / guardians: .....

If you are applying under Category 2.6(d) please complete the section below:

Name of Church and denomination (please note that this **must** be a Church of England Church in the Luton Deanery or any place of Christian worship which is a member of Churches Together in Luton):

.....

Address of Church: .....

Name of Clergy and Position in Church: .....

**I CONFIRM THAT I HAVE ATTENDED A SERVICE OF PUBLIC WORSHIP AT THE ABOVE CHURCH ON AVERAGE AT LEAST ONCE IN EACH CALENDAR MONTH OVER THE PAST SIX MONTHS.\***

Parent / Guardian Signature: ..... Date: .....

**I CONFIRM THAT THIS NAMED PARENT/GUARDIAN OF THIS CHILD HAS ATTENDED A SERVICE OF PUBLIC WORSHIP AT THIS CHURCH ON AVERAGE AT LEAST ONCE IN EACH CALENDAR MONTH OVER THE PAST SIX MONTHS.\***

Clergy Signature: ..... Date: .....

**\*Please see note on following page**

Signed: ..... (parent/guardian) Date: .....

Name (printed: .....



**\*Note re church closure during required attendance period**

The admission policy states that:

*“In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.”*

If the church named on page 1 of this form has been closed for public worship at any point during the last six months, please provide full details below:

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Clergy signature: .....

Date: .....