



WESTON FAVELL ACADEMY

ADMISSIONS POLICY

2027/28

This policy was reviewed and approved by the Greenwood Academies Trust Board on 6 February 2026.

PROCEDURE FOR ADMITTING PUPILS TO THE WESTON FAVELL ACADEMY

The Weston Favell Academy provides for the needs of children within the 11 to 19 age range who live in Weston Favell and the surrounding area.

Pupils will be admitted at the age of 11+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Weston Favell Academy.

The Academy participates in the Local Authority co-ordinated scheme and timelines. All deadlines within that should be adhered to by applicants.

Admission number(s)

1. The Academy has the following agreed published admission numbers for the Academy:
 - a) 270 for pupils in Year 7
 - b) 20 for pupils in Year 12

Admission number for secondary provision (age 11)

2. The Academy will accordingly admit a maximum of 270 pupils in the relevant age group each year if sufficient applications are received.

Admission number for Sixth Form provision (age 16)

3. The Weston Favell Academy has an agreed admission number of 20 eligible pupils in addition to those eligible pupils already in the Academy wishing to stay on in the Sixth Form.
4. The Weston Favell Academy has capacity for 300 pupils in the Sixth Form. Of these places, 20 will be offered to external applicants for Year 12.

Process of Application

5. Arrangements for applications for Year 7 places at the Academy will be made in will be made in accordance with the West Northamptonshire LA's co-ordinated admission scheme; parents resident in West Northamptonshire can apply online at:

www.westnorthants.gov.uk/schooladmissions

Parents resident in other areas must apply through their home Local Authority.

6. The Academy will use the LA's timetable for applications to the Academy each year (exact dates within the months may vary from year to year):
 - a) In September – the Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September.
 - b) September/October – the Weston Favell Academy will provide opportunities for parents to visit the Academy.
 - c) By 31 October – Parents must complete the common application form (CAF) and return it to the LA to administer.
 - d) 1 March (or the next working day) – notification of offers made to parents.

Consideration of applications

7. The Weston Favell Academy will consider all applications for places at the Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.

Procedures where the Academy is oversubscribed

8. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Year 7

9. The Weston Favell Academy will first accept all pupils with a statutory right to a place through an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:
 - a) Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted*.
 - b) A child with a sibling* on roll at the Academy at the time of application and admission.
 - c) Children of staff in either or both of the following circumstances:
 - where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made; and/or
 - the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
 - d) Other children.

If the PAN is reached within any of the above criterion, priority will be given to those whose home address is closest to the Academy.

If two children are tied for the last place, then a process of random allocation, using a computerised randomiser and undertaken by someone independent of the Academy, will determine who is allocated the last place.

* *see definitions*

Admission of children outside their normal age group

10. Parents may request admission for their child outside their normal age group. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate and they should only be educated out of their normal age group in very limited circumstances.

The decision to admit a child into a cohort outside their chronological year group lies with the Academy Trust, based on the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal, 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 and any supporting evidence provided by the parent.

11. Any parent of wanting their child to be admitted outside of the normal age group for Year 7 should contact the Academy in the first instance and make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.

Any parent wanting their child to be admitted out of the normal age group in any other year should submit a request, in writing, to the Academy as soon as is possible.

Admission to Year 12 (Sixth Form) – oversubscription criteria

12. The Academy will first accept all pupils with a statutory right to a place through an Education Health and Care Plan naming the Academy.
13. To be eligible to enter the Sixth Form, both internal and external applicants will be expected to meet minimum academic entry criteria for the Sixth Form as a whole (please see Appendix 1).

When the Sixth Form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted. They will also be expected to have met the published academic standard for their chosen subjects to be permitted to follow their preferred courses.

If not suitably qualified for their preferred courses pupils will be offered alternatives (if available).

14. The Academy will publish specific criteria in relation to minimum entrance requirements for the Sixth Form and for the range of courses available based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and external transfers and will be published in the Academy's prospectus, on the website and in the Composite Admissions booklet.
15. In the event of oversubscription for Sixth Form places available in addition to those allocated to existing students and after the admission of children detailed in paragraph 12 above, the following criteria will be used, in order:
 - a) Looked after children and previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.*
 - b) Children of staff in either or both of the following circumstances:
 - where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made; and
 - the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
 - c) Other children.

If the PAN is reached within any of the above criterion, priority will be given to those whose home address is closest to the Academy*. If two children are tied for the last place, then a process of random allocation, using a computerised randomiser and undertaken by someone independent of the Academy, will determine who is allocated the last place.

* *see definitions*

Operation of waiting lists

16. Waiting lists for all year groups are held by the LA and each added child will require the list to be ranked again in line with the school's published oversubscription criteria. Priority will not be given to children based on the date their application was received, or their name was added to the list.
17. Waiting lists will be held until 31 December. If you wish your child's name to remain on the waiting list for the remainder of the academic year, you will need to inform the School Admissions team at WNC, in writing via email by 31 December and again by 31 March to renew your interest. A new application will be required for a new academic year."

Please note – placing a child's name on the waiting list does not affect parents' rights to appeal.

Arrangements for in-year admissions

18. An in-year admission refers to an application for a school place made during the school year, or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

West Northamptonshire local authority will co-ordinate in-year admissions for years 7 – 11 and applications should be made online to their local authority [Admissions website](#)

UK Armed Forces

19. Special conditions apply to applications from UK Armed Service Personnel and Crown Servants.

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in the area, a place will be allocated in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Applications will not be refused solely because the family do not yet have an intended address, or do not yet live in the area.

The address at which the child will live will be used when applying the oversubscription criteria as long as evidence of an intended address is provided. A Unit or quartering area address will be used as the child's home address where a parent requests this.

20. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Right of Appeal

21. If a parent's/carer's application for a place at the Academy is unsuccessful, they have the right of appeal to an Independent Appeals Panel.

If refused admission, you should submit your appeal, in writing and giving your reasons for appeal, to:

Appeals Team
Weston Favell Academy
Booth Lane South
Northampton NN3 3EZ

Fair Access

22. The Weston Favell Academy participates in the West Northamptonshire County Council Fair Access protocol. All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Fraudulent or Misleading Applications

23. As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Definitions

1. Definition of 'Looked After' children and previously 'Looked After' children.

A 'looked after child' is a child who is:

- in the care of a local authority, or
- 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.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This includes children who appear 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.

2. Definition of siblings and the position of twins

A sibling is defined as:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, if the last child to be admitted to the school is from a multiple birth group, all other children in the group will be offered places at the school, even if it means exceeding the Published Admission Number (PAN).

In the case of siblings in the same year group, where there is only one place remaining, places will be allocated over the PAN to accommodate all siblings."

3. Definition of the straight line distance to an intending pupil's home

Distances are measured on a straight-line basis from the address point of the child's home to the address point of the Academy, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

4. Home address

When we refer to the child's home address, we mean the address at which the child normally resides with their parent/carer at the time of application (or the application deadline for the normal admissions round)

If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Evidence that a child's place of residence is permanent may also be sought.

If a child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child's main address.

A fraudulent claim to an address may lead the Academy to withdraw an offer of a place.

Appendix 1



WESTON FAVELL ACADEMY

SIXTH FORM COURSE ENTRY REQUIREMENTS SUMMARY

Please note that these courses are subject to adequate numbers enrolling on courses and may be removed by the Academy from the curriculum offer.

Subject (academic)	Entry Requirement	Subject (vocational)	Entry Requirement
Biology AS	Eng – 6 Maths – 6	Health and Social Care	Eng – 5
Chemistry AS	Eng – 6 Maths – 6	Sport	Eng – 5
English Literature AS	Eng – 6	Law	Eng – 5
Film Studies	Eng – 6	Science	Eng – 5
Geography AS	Eng – 6	Computing	Eng – 5
Government & Politics	Eng - 6	Art & Design	Eng – 5
History AS	Eng – 6	CPLD	Eng – 5
Mathematics AS	Eng – 6 Maths – 6	ICT	Eng – 5
Media Studies AS	Eng – 6	Performing Arts	Eng – 5
Physics AS	Eng – 6 Maths – 6	Business	Eng – 5
Psychology AS	Eng – 6 Maths – 6	Level 2 courses	5 GCSEs at grade 2
Sociology AS	Eng – 6		
English and Maths GCSE	5 GCSEs at grade 5		

- Any student starting Level 3 courses without a Grade 5 in mathematics or English GCSE will automatically have to retake this in year 12 and will have to choose an additional Level 2 vocational qualification.
- Students without GCSE English will only be able to choose vocational options.
- Level 2 entry requirements – 5 GCSES at Grade 2 or above.