



24 January 2025

Dear Sir/Madam

**Re: Wootton Upper School Admissions Criteria
With effect from September 1 2025**

Wootton Upper School [WUS] is operated by Wootton Academy Trust [WAT].

The School Admissions Code which came into effect on September 1 2021 **requires** all admission authorities to determine their admission criteria each year. Wootton Academy Trust has determined there should be no changes in the admissions criteria used by Wootton Upper School for admissions to the school with effect from September 2025.

A copy of the varied criteria is attached.

Yours sincerely,

Michael Gleeson
Executive Principal
Wootton Academy Trust

Copied to:

Bedford Borough Council admissions@bedford.gov.uk
Central Bedfordshire Borough Council admissions@centralbedfordshire.gov.uk
Milton Keynes Council secondaryadmissions@milton-keynes.gov.uk

All Bedford Borough Schools:
admissionsupperschools@bedford.gov.uk
(this includes secondary schools)
admissionsmiddleschools@bedford.gov.uk
admissionslowerschools@bedford.gov.uk
(this includes primary schools)

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Wootton Upper School Admissions Criteria With effect from September 1 2025

Principles

Wootton Upper School [WUS], is a co-educational school for children aged between 13-18 years of age. It has academy status and is operated by Wootton Academy Trust (WAT).

WAT is committed to continuing the present admissions policy for the school with respect to its comprehensive character and age range. It reserves the right, however, to respond to changes instituted by national and local authority initiatives.

Children will be admitted to Year 9 at age 13 without reference to ability or aptitude. The number of intended admissions will be 297, the Published Admission Number ('PAN').

If the number of applications for places exceeds the number of places available children will be admitted in accordance with the following criteria, read in conjunction with the notes on the following pages. The criteria will be applied in the order set out below. Words in bold are defined terms, see the Notes.

Criteria

1. All **'looked after'** children and all **previously 'looked after'** children, including those children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see definitions);
2. Children whose home is in the **catchment area** and with **siblings** at the school.
3. Children whose **home address** is in the **catchment area**.
4. Children with **siblings** at the school and who are likely to remain in the school the following **academic year**.
5. Children who currently attend, and have attended for at least two **academic years**, either Holywell or Marston Vale Middle School.
6. Children who currently attend either Holywell or Marston Vale Middle School.
7. Children with siblings who currently attend Kimberley 16 – 19 STEM College.
8. Children of **staff employed at WUS** for two or more years at the time at which the application for admission is made.
9. Any other children.

NOTES

Definitions

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 (as defined by section 22(1) of the Children Act 1989) at the time of an application being made to a school.

A **previously looked after child** is a child who was looked after, i.e. in care of a local authority but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order.

This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002 or became subject to a Child Arrangements Order or Special Guardianship Order.

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

A Special Guardianship Order is defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian(s).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

A parent/carer will need to provide sufficient evidence of the child's previously looked after status; e.g.

- ❖ Adoption order or adoption birth certificate
- ❖ Residence order
- ❖ Special guardianship order

2. The **catchment area** includes the parishes of Cranfield, Houghton Conquest, Lidlington, Marston Moretaine, Stewartby and Wootton.
3. A child's **home address** will be regarded as the address of the parents/carer with parental responsibility with whom the child normally lives. This will not normally include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the student is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the **home address** this will be checked against original official documentation, e.g. council tax bill, a recent utility bill (gas, electricity or water), child benefit annual statement or family tax credit information.

4. A sibling is defined as a brother or sister, or half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.
5. **Staff employed at Wootton Upper School** means a member of staff who is employed full-time or part-time on a permanent contract by Wootton Academy Trust.

Employment by Wootton Upper School and Arts College maintained school will count towards the two years provided their employment was continuous between Wootton Upper School and Arts College and Wootton Academy Trust. For the avoidance of doubt staff employed by Wootton Academy Trust does not include contractors.

6. For the purposes of Wootton Academy Trust's admissions criteria for its schools, a member of staff is defined as someone who meets all the following criteria a) to c) or meets criterion d), at the time the application for admission to the school is made:
 - a) Is employed at the school on a permanent contract;
 - b) Has been in post continuously for at least two years;
 - c) Has not given notice of resignation.

Or:

- d) Is recruited to fill a vacant post for which there is a demonstrable skills shortage.

Someone who meets the above criteria but has been TUPEd to another employer and is still working at the school is also defined as a member of staff for the purposes of this document.

The children of staff criterion is school specific and staff children can only be considered for admission at the school their parent works at and not another school within Wootton Academy Trust.

7. Kimberley 16 – 19 STEM College is operated by WAT.
8. **Academic year** is a year from September 1st to August 31st

Commentary

1. In any situation where the application of the above criteria results in a situation where there are more children with an equal right of admission to the school than the number of available places, the tie break will be distance from the school, measured in a straight line, using a computerised mapping system.

The distance will be measured from the address point of the child's home to the gate to the front car park, with those living closer to the school being accorded higher priority. WAT does not give priority within each criterion to children who meet other criteria. WAT will ask Bedford Borough Council to measure all distances.

2. Pupils who have an Educational Health Care Plan [EHCP] or Statement of Special Educational Needs are required to be admitted to the school/academy which is named

on the EHCP or statement, even if the school/academy is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

3. WAT will normally offer a place to catchment children if parents apply for a place during the normal admissions round. However, a place cannot be guaranteed.

If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the school if this would mean exceeding the PAN for the school.

4. Parents not offered a place are kept on a waiting list to be re-allocated if places become available. The waiting list for places in Year 9 will be maintained until the end of the autumn term following the normal admission date of Year 9 pupils; parents wishing to remain on the waiting list beyond this point need to notify WAT and the Local Authority in writing not later than December 31st.

Parents applying for places in other year groups will have their applications kept on file until the end of the term in which the place has been requested. Parents wishing their children to remain on the waiting list beyond that time will have to notify the Academy and the Local Authority in writing.

5. The relevant Local Authority on-line application form will be available to parents of children due to transfer to an Upper School/Academy the following September. Parents can also apply using a paper copy of the relevant application form which is available from their home Local Authority and often from your child's existing school. When completed, the form must be returned by the date specified.
6. The allocation of places will take place after this deadline and parents will be *notified* on the national offer day in March, *by the relevant Local Authority Schools Admissions Service*, whether their applications have been successful. Parents, who make applications after the official deadline, even if they live in, or move into the **catchment area**, will **not** be entitled to automatic places if this would mean exceeding the Published Admission Number.
7. Whilst admission will normally be into Year 9 or into Year 12, pupils may be admitted to Year 10 and Year 11 where there are vacancies (i.e. less than **297** on roll in the year group concerned). The above criteria will apply in these circumstances. Wootton Academy Trust will consult on any changes to its admission criteria. Requests for admission into other year groups should be made directly to WAT.
8. The Published Admission Number is 297 places.



Wootton Academy Trust

Wootton Upper School & Arts College Kimberley 16-19 STEM College

APPEALS

1. Parents who wish to appeal against non-admission will have the right of appeal to an **Independent Appeals Panel**. The decision of the Appeals Panel will be binding. Details of admissions and appeals arrangements will be published each year. In making these arrangements the WAT will, of course, have regards to its **Master Funding Agreement 2013** and **WUS Supplemental Agreement July 23 2013**.

Yours sincerely

Michael Gleeson
Executive Principal
Wootton Academy Trust

Wootton Academy Trust operates:
Wootton Upper School & Arts College
Kimberley 16-19 STEM College
Registered in England and Wales
Company No. 7740758

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