

INVICTUS

Education Trust

Determined Admission Arrangements (Normal Age of Entry – September 2025)

Document Control and Version Control

DOCUMENT CONTROL	
POLICY TITLE:	DETERMINED ADMISSION ARRANGEMENTS (NORMAL AGE OF ENTRY – SEPTEMBER 2025)
POLICY AUTHOR:	MRS EMMA MYERS
VERSION NUMBER:	V 1.0
DATE APPROVED:	14 DECEMBER 2023
DATE EFFECTIVE:	28 FEBRUARY 2024
DATE DUE FOR REVIEW:	N/A
POLICY STATUS:	STATUTORY
POLICY TYPE:	TRUST WIDE
REQUIRED TO PUBLISH:	YES
TRUST LEAD:	IET HEAD OF GOVERNANCE AND COMPLIANCE
APPROVAL LEVEL:	TRUST BOARD

VERSION CONTROL			
VERSION	AUTHOR	DATE	CHANGES
V 1.0	MRS EMMA MYERS	04/12/23	ANNUAL RE-WRITE REQUIRED

Contents

SECTION	PAGE
1. Aims	4
2. Legislation and statutory requirements	4
3. Definitions	4
4. How to apply	5
5. Allocation of places	5
6. Late applications	6
7. Requests for admission outside of the normal age group	6
8. Appeals	6
9. In-year admissions	7
10. Repeat applications	7
11. Challenging behaviour	7
12. Fair Access Protocol	7
13. Monitoring arrangements	7
Detailed admission arrangements by school:	
<i>Crestwood School</i>	9
<i>Ellowes Hall Sports College</i>	11
<i>Kinver High School – including Sixth Form</i>	13
<i>Leasowes High School</i>	18
<i>Pedmore High School</i>	20
<i>Wombourne High School – including Sixth Form</i>	22
<i>Rufford Primary School</i>	27
Supplementary Information Forms:	
<i>Crestwood School Sporting Aptitude</i>	29
<i>Crestwood School Performing Arts Aptitude</i>	30
<i>Ellowes Hall Sports College Sporting Aptitude</i>	31
<i>Ellowes Hall Sports College Performing Arts Aptitude</i>	32
<i>Invictus Education Trust Admission Priority for children of staff</i>	33

1. Aims

Our admissions policies aim to:

- Explain how to apply for a place at any of the schools in our Trust
- Set out the arrangements at each school for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

Our admissions policies are based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

All schools within the Trust are required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

As an academy trust, our schools are required by our funding agreements to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. Our policies also comply with our funding agreements and articles of association.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

3. Definitions

Normal admissions round: The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children: Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children: Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Compulsory school age: A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Siblings: A sibling is defined as a brother/sister, half-brother/sister (where the children share one common parent), step-brother/step-sister living at the same address and adopted or fostered children living at the same home address.

Home address: The home address is considered to be the child's (along with their parent(s)) genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living.

If a child is resident with friends or relatives (for reasons other than guardianship), the friend or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of three state-funded schools, in rank order.

If applicants are required to fill in a supplementary information form for any of our schools, this will be specified. Supplementary information forms can be found within this policy.

You will receive an offer for a school place directly from your local authority.

5. Allocation of places

Within the admissions arrangements for each of our schools the following information is specified:

- Admission number
- Entry requirements for selective places or banding, where applicable
- Oversubscription criteria
- Tie break
- Waiting lists
- Children below compulsory school age, where applicable

6. Late applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

For Sixth Form, applications should be received in line with the dates specified on the school website. Applications after this date will be considered late.

7. Requests for admission outside of the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

8. Appeals

If your child's application for a place is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. The letter you will receive will advise how to appeal against the decision.

Further information on how to appeal and the appeals timetable will be published by 28 February 2025 on each school website.

9. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose Education, Health and Care Plan (EHCP) plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions are co-ordinated by the local authority in all of our schools.

10. Repeat applications

It is not the Trust's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

11. Challenging behaviour

We will not refuse to admit a child to any of our schools on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

12. Fair Access Protocol

Each school within the Trust participates in the relevant local authority Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

13. Monitoring arrangements

This policy will be reviewed and approved by the Trust Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number or to give effect to a mandatory change), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.



CRESTWOOD SCHOOL
Bromley Lane, Kingswinford, DY6 8QG
Local Authority: Dudley MBC

<https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/>

Admission number

The published admission number (PAN) for Year 7 at Crestwood School is 210.

Entry requirements for selective places or banding

Admission shall be given to 5% of the PAN who can demonstrate a significant sporting aptitude which will be determined by a selection test based on sporting skills and athleticism, and 5% of the PAN who can demonstrate a significant performing arts aptitude, which will be determined by a selection test based on an aptitude test for their chosen performing art.

We wish to preserve the gender balance of our year groups so the intention is that in the above selective places, the 21 students admitted in this way will be made up of 10 boys and 11 girls or vice versa.

If you wish your child to be considered for admissions by special aptitude please complete the relevant supplementary form found on pages 27 and 28.

Oversubscription criteria

The following criteria will be used to allocate Year 7 places at Crestwood School when oversubscribed, i.e. we receive more applications than spaces available:

- a. First priority for admission** shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order;
- b. Second priority for admission** shall be given to children with a “serious and ongoing medical condition” where Crestwood School is the most appropriate school to meet the condition; *Parents must provide supportive information from their child’s Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the student would experience if they had to attend another school. Parents should also indicate why the preferred school is the most appropriate to meet their child’s medical condition rather than any other school. The trust will not seek to obtain medical evidence on behalf of parents.*
- c. Third priority for admission** shall be given to children who have a sibling who will still be attending Crestwood School in September 2025;
- d. Fourth priority for admission** shall be given to 5% of the PAN who can demonstrate a significant sporting aptitude which will be determined by a selection test based on sporting skills and athleticism, and 5% of the PAN who can demonstrate a significant performing arts aptitude which will be determined by a selection test based on an aptitude test for their chosen performing art. We wish to preserve the gender balance of our year groups so the intention is that the 21 students admitted as fourth priority will be made up of 10 boys and 11 girls or vice versa;

- e. Fifth priority for admission** shall be given to children of any member of staff in either or both of the following circumstances:
 - i. 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
 - ii. the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

This priority will be applied to all members of staff of Crestwood school, employed by Invictus Education Trust on a permanent contract of employment.

Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Crestwood School. In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs. This may reduce the number of places available for children who do not have an EHCP.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The school will exceed the admission number to prevent separation of twins/triplets.

Tie break

Random allocation will be used as a tie break, to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Waiting lists

If Crestwood School is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the school's published admissions criteria and the list will operate from the point of allocation of places until 31 August 2026. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

Inclusion on the school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

If a parent requests that their child's name be added to the waiting list of a school that was ranked lower on the preference form than the school allocated, the child's name will be placed on the waiting list in accordance with the published admissions criteria.

Places that become available (below the published admissions number or any number that the school agree they can admit) between the point of allocation and 31 August 2026 will be offered to children according to their ranking on this list, i.e. those ranked highest will be offered first.



ELLOWES HALL SPORTS COLLEGE

Stickley Lane, Lower Gornal, Dudley, DY3 2JH

Local Authority: Dudley MBC

<https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/>

Admission number

The published admission number (PAN) for Year 7 at Ellowes Hall Sports College is 180.

Entry requirements for selective places or banding

Admission shall be given to 5% of the PAN who can demonstrate a significant sporting aptitude which will be determined by a selection test based on sporting skills and athleticism, and 5% of the PAN who can demonstrate a significant performing arts aptitude, which will be determined by a selection test based on an aptitude test for their chosen performing art.

We wish to preserve the gender balance of our year groups so the intention is that in the above selective places, the 10% of students admitted in this way will be made up of 5% boys and 5% girls.

If you wish your child to be considered for admissions by special aptitude please complete the relevant supplementary form found on pages 29 to 32.

Oversubscription criteria

The following criteria will be used to allocate Year 7 places at Ellowes Hall Sports College when oversubscribed, i.e. we receive more applications than spaces available:

- a. **First priority for admission** shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order;
- b. **Second priority for admission** shall be given to children with a “serious and ongoing medical condition” where the Ellowes Hall Sports College is the most appropriate school to meet the condition; *Parents must provide supportive information from their child’s Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the student would experience if they had to attend another school. Parents should also indicate why the preferred school is the most appropriate to meet their child’s medical condition rather than any other school. The trust will not seek to obtain medical evidence on behalf of parents.*
- c. **Third priority for admission** shall be given to children who have a sibling who will still be attending Ellowes Hall Sports College in September 2025;
- d. **Fourth priority for admission** shall be given to 5% of the PAN who can demonstrate a significant sporting aptitude which will be determined by a selection test based on sporting skills and athleticism, and 5% of the PAN who can demonstrate a significant performing arts aptitude, which will be determined by a selection test based on an

aptitude test for their chosen performing art. We wish to preserve the gender balance of our year groups so the intention is that in the above selective places, the 10% of students admitted in this way will be made up of 5% boys and 5% girls;

- e. **Fifth priority for admission** shall be given to children of any member of staff in either or both of the following circumstances:
 - i. 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
 - ii. the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

This priority will be applied to all members of staff of Ellowes Hall Sports College, employed by Invictus Education Trust on a permanent contract of employment.

Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Ellowes Hall Sports College.

In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs. This may reduce the number of places available for children who do not have an EHCP.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The school will exceed the admission number to prevent separation of twins/triplets.

Tie break

Random allocation will be used as a tie break, to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Waiting lists

If Ellowes Hall Sports College is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the school's published admissions criteria and the list will operate from the point of allocation of places until 31 August 2026. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

Inclusion on the school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admissions number or any number that the school agree they can admit) between the point of allocation and 31 August 2026 will be offered to children according to their ranking on this list, i.e. those ranked highest will be offered first.



KINVER HIGH SCHOOL

Enville Road, Kinver, Stourbridge, DY7 6AA

Local Authority: Staffordshire County Council

<https://www.staffordshire.gov.uk/Education/Admissions-secondary/home.aspx>

Admission number

The published admission number (PAN) for Year 7 at Kinver High School is 150.

In addition, Kinver High School has sixth form places for Years 12 and 13 allocated. Further information on PAN, oversubscription criteria and application can be found later in this document.

Entry requirements for selective places or banding

Kinver High School does not use a selective policy based on aptitude or academic achievement.

Oversubscription criteria

The following criteria will be used to allocate Year 7 places at Kinver High School when oversubscribed, i.e. we receive more applications than spaces available:

- a. **First priority for admission** shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order;
- b. **Second priority for admission** shall be given to children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the School rather than any other school.

Exceptional circumstances must relate to the School and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. It should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the School rather than any other school.

Test 2: the child would suffer hardship if they were unable to attend the School.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school.

Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

- c. **Third priority for admission** shall be given to children who have a sibling who will still be attending Kinver High School in September 2025;
- d. **Fourth priority for admission** shall be given to children living within the catchment area of the school, which can be viewed [here](#);
- e. **Fifth priority for admission** shall be given to children of any member of staff in either or both of the following circumstances:
 - i. 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
 - ii. the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

This priority will be applied to all members of staff of Kinver High School, employed by Invictus Education Trust on a permanent contract of employment.

Any places that remain available once the above applicants have been admitted will be filled according to how near the child's home address is to the main gate of the School, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the School will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at the school, children who are resident within the catchment area will be arranged in order of priority according to distance i.e. category D.

In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs. This may reduce the number of places available for children who do not have an EHCP.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The school will exceed the admission number to prevent separation of twins/triplets.

Tie break

Random allocation will be used as a tie break, to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Waiting lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received.

If places become available after the offer date they will be offered according to the child at the top of the waiting list.

Waiting Lists will be kept until the end of the autumn term of admission. No other waiting lists will be maintained.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Kinver High Sixth Form

Pupil Admission number

The overall published admission number (PAN) for Year 12 at Kinver Sixth Form is 50. This figure relates to external candidates for Year 12 places only, as the School's existing Year 11 pupils will simply transfer to Year 12 in the usual way if they meet the Minimum Entry Requirements (see below) and want to continue their education in the sixth form.

Minimum Entry requirements

All students, both internal and external are expected to demonstrate their suitability for the courses they have chosen and must meet standard entry requirements as shown below. Students must also ensure that they check **the individual entry requirements** for their chosen courses in the [course guide](#) which is published on the School's website.

Both internal students wishing to continue at the School's sixth form and external candidates must meet the same entry requirements:

- **A-Level or Combined A-Level / BTEC Pathway**
For those students wishing to study a full A-Level or combined A Level/BTEC programme, students must achieve five grade 5s including English Language and Mathematics.
- **Full BTEC Pathway**
For those students wishing to study a BTEC only programme, students must achieve five grade 4s including English Language and Mathematics.

Where the minimum entry criteria needs to be adjusted under Equality Act we will do so but no other adjustments can be made other than to comply with admissions law.

If spaces remain available on some courses, the external number of candidates admitted to Year 12 may be increased.

Applications for Kinver Sixth Form should be made directly to the school by visiting the school website, [which can be found here](#). The closing date for the first round of applications for admission in September 2025 is Friday 13 December 2024. A second round of applications will be accepted if spaces remain, the closing date for the second round of applications will be Friday 28 February 2025.

Children who already attend Kinver High School will not be required to apply formally for places in Year 12 but should have reached the minimum entry requirements for admission into the sixth form including course requirements.. If students wish to stay on at Kinver Sixth Form, they must inform

Determined Admission Arrangements September 2025 V1.0
the school through their internal processes.

Learners with an Education, Health and Care Plan (EHCP) will be offered a place, where the Sixth Form has been named on the EHCP as the appropriate post-16 provision by the Local Authority following consultation. However, he/she will still need to meet the minimum entry and subject specific academic requirements.

Parents/students that are interested in a place in the sixth form can attend one of the many open evenings.

Please note, there is no guarantee that a subject that has been advertised will run. If a subject is unable to run we will meet with students and where possible find a suitable alternative. This meeting is not an interview and will not form part of the application process into sixth form.

All external applicants meeting the minimum entry and subject specific academic requirements and completing a Sixth Form application form will be offered a place unless the number applying is more than the admissions number. In the event of oversubscription, criteria will be used for course allocation to determine how places are offered.

Oversubscription criteria for Year 12 (Sixth Form)

The following criteria will be used to allocate Year 12 places at Kinver Sixth Form when oversubscribed for children who meet the minimum entry requirements as specified above, i.e. we receive more applications than spaces available:

- a. First priority for admission** shall be given to looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

The Trust may request supporting documentary evidence for looked after or previously looked after children which may include a letter from the child's social worker confirming their current status or a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted.

- b. Second priority for admission** shall be given to other children not falling into the category above

Tie break

Where there are more applications for Sixth Form than places remaining in any subscription categories above, the order in which places will be allocated will be determined by the distance between the school and a child's home address (as defined above) as a tie breaker to decide between applicants.

Priority will be given to children who live closest to the school. Distance will be measured from the child's home address to the school's main gate using Google Maps.

Where the distance between two children's home address and the school is the same, random allocation will be used to decide between them supervised by someone who is independent of the

Offer of a place

All offers are conditional upon GCSE results, full details will be found within the conditional offer letter.

If an applicant fails to meet the minimum course requirements, they may be given the option of pursuing alternative courses for which they do meet the minimum academic requirements, subject to availability.



LEASOWES HIGH SCHOOL
Kent Road, Halesowen, B62 8PJ
Local Authority: Dudley MBC

<https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/>

Admission number

The published admission number (PAN) for Year 7 at Leasowes High School is 180.

Entry requirements for selective places or banding

Leasowes High School does not use a selective policy based on aptitude or academic achievement.

Oversubscription criteria

The following criteria will be used to allocate Year 7 places at Leasowes High School when oversubscribed, i.e. we receive more applications than spaces available:

- b. First priority for admission** shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order;
- c. Second priority for admission** shall be given to children with a “serious and ongoing medical condition” where Leasowes High School is the most appropriate school to meet the condition; *Parents must provide supportive information from their child’s Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the student would experience if they had to attend another school. Parents should also indicate why the preferred school is the most appropriate to meet their child’s medical condition rather than any other school. The trust will not seek to obtain medical evidence on behalf of parents.*
- d. Third priority for admission** shall be given to children who have a sibling who will still be attending Leasowes High School in September 2025;
- e. Fourth priority for admission** shall be given to children of any member of staff in either or both of the following circumstances:
 - i. 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
 - ii. the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

This priority will be applied to all members of staff of Leasowes High school, employed by Invictus Education Trust on a permanent contract of employment.

Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Leasowes High School.

In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child’s

individual needs. This may reduce the number of places available for children who do not have an EHCP.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The school will exceed the admission number to prevent separation of twins/triplets.

Tie break

Random allocation will be used as a tie break, to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list. Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2026. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first basis.

If more than one application is received at the same time, the oversubscription criteria will be used to determine which applicant will have the place.

Inclusion the waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available between the point of allocation and 31 August 2026 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.



PEDMORE HIGH SCHOOL

Grange Lane, Pedmore, Stourbridge, DY9 7HS

Local Authority: Dudley MBC

<https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/>

Admission number

The published admission number (PAN) for Year 7 at Pedmore High School is 150.

Entry requirements for selective places or banding

Pedmore High School does not use a selective policy based on aptitude or academic achievement.

Oversubscription criteria

The following criteria will be used to allocate Year 7 places at Pedmore High School when oversubscribed, i.e. we receive more applications than spaces available:

- a. First priority for admission** shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order;
- b. Second priority for admission** shall be given to children with a “serious and ongoing medical condition” where Pedmore High School is the most appropriate school to meet the condition; *Parents must provide supportive information from their child’s Hospital Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the student would experience if they had to attend another school. Parents should also indicate why the preferred school is the most appropriate to meet their child’s medical condition rather than any other school. The trust will not seek to obtain medical evidence on behalf of parents.*
- c. Third priority for admission** shall be given to children who have a sibling who will still be attending Pedmore High School in September 2025;
- d. Fourth priority for admission** shall be given to children of any member of staff in either or both of the following circumstances:
 - i. 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
 - ii. the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

This priority will be applied to all members of staff of Pedmore High School, employed by Invictus Education Trust on a permanent contract of employment.

Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Pedmore High School.

In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child’s

individual needs. This may reduce the number of places available for children who do not have an EHCP.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The school will exceed the admission number to prevent separation of twins/triplets.

Tie break

Random allocation will be used as a tie break, to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Waiting lists

If the school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list. Children on the waiting list will be ranked in accordance with the schools published admissions criteria and the list will operate from the point of allocation of places until 31 August 2026. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 August 2026 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.



WOMBOURNE HIGH SCHOOL
Ounsdale Road, Wombourne, WV5 8BJ
Local Authority: Staffordshire County Council
<https://www.staffordshire.gov.uk/Education/Admissions-secondary/home.aspx>

Admission number

The published admission number (PAN) for Year 7 at Wombourne High School is 192.

In addition to the main school, the School also has a sixth form. The admission arrangements for the sixth form are also set out in this policy, insofar as they relate to external candidates. All references to 'child' (and plural derivatives) in this policy should be taken to include references to 'external candidates' (and plural derivatives).

Entry requirements for selective places or banding

Wombourne High School does not use a selective policy based on aptitude or academic achievement.

Oversubscription criteria

The following criteria will be used to allocate Year 7 places at Wombourne High School when oversubscribed, i.e. we receive more applications than spaces available:

- a. **First priority for admission** shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order;
- b. **Second priority for admission** shall be given to children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the School rather than any other school.

Exceptional circumstances must relate to the School and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. It should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the School rather than any other school.

Test 2: the child would suffer hardship if they were unable to attend the School.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

- c. **Third priority for admission** shall be given to children who have a sibling who will still be attending Wombourne High School in September 2025;

- d. Fourth priority for admission** shall be given to children living within the catchment area of the school, which can be viewed [here](#);
- e. Fifth priority for admission** shall be given to children of any member of staff in either or both of the following circumstances:
 - i. 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
 - ii. the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

This priority will be applied to all members of staff of Wombourne High School, employed by Invictus Education Trust on a permanent contract of employment.

Any places that remain available once the above applicants have been admitted will be filled according to how near the child's home address is to the main gate of the School, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the School will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at the school, children who are resident within the catchment area will be arranged in order of priority according to distance i.e. category D.

In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs. This may reduce the number of places available for children who do not have an EHCP.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The school will exceed the admission number to prevent separation of twins/triplets.

Tie break

Random allocation will be used as a tie break, to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Waiting lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received.

If places become available after the offer date they will be offered according to the child at the top of the waiting list.

Waiting Lists will be kept until the end of the autumn term of admission. No other waiting lists will be maintained.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Wombourne Sixth Form

Pupil Admission number

The overall published admission number (PAN) for Year 12 at Wombourne Sixth Form is 50. This figure relates to external candidates for Year 12 places only, as the School's existing Year 11 pupils will simply transfer to Year 12 in the usual way if they meet the Minimum Entry Requirements (see below) and want to continue their education in the sixth form.

Minimum Entry requirements

All students, both internal and external are expected to demonstrate their suitability for the courses they have chosen and must meet standard entry requirements as shown below. Students must also ensure that they check **the individual entry requirements** for their chosen courses in the [course guide](#) which is published on the School's website.

Both internal students wishing to continue at the School's sixth form and external candidates must meet the same entry requirements:

- **A-Level or Combined A-Level / BTEC Pathway**
For those students wishing to study a full A-Level or combined A Level/BTEC programme, students must achieve five grade 5s including English Language and Mathematics.
- **Full BTEC Pathway**
For those students wishing to study a BTEC only programme, students must achieve five grade 4s including English Language and Mathematics.

Where the minimum entry criteria needs to be adjusted under Equality Act we will do so but no other adjustments can be made other than to comply with admissions law.

If spaces remain available on some courses, the external number of candidates admitted to Year 12 may be increased.

Applications for Wombourne Sixth Form should be made directly to the school by visiting the school website, [which can be found here](#). The closing date for the first round of applications for admission in September 2026 is Friday 13 December 2024. A second round of applications will be accepted if spaces remain, the closing date for the second round of applications will be Friday 28 February 2025.

Children who already attend Wombourne High School will not be required to apply formally for places in Year 12 but should have reached the minimum entry requirements for admission into the sixth form including course requirements.. If students wish to stay on at Wombourne Sixth Form, they must inform the school through their internal processes.

Learners with an Education, Health and Care Plan (EHCP) will be offered a place, where the Sixth Form has been named on the EHCP as the appropriate post-16 provision by the Local Authority following consultation. However, he/she will still need to meet the minimum entry and subject specific academic requirements.

Parents/students that are interested in a place in the sixth form can attend one of the many open evenings.

Please note, there is no guarantee that a subject that has been advertised will run. If a subject is unable to run we will meet with students and where possible find a suitable alternative. This meeting is not an interview and will not form part of the application process into sixth form.

All external applicants meeting the minimum entry and subject specific academic requirements and completing a Sixth Form application form will be offered a place unless the number applying is more than the admissions number. In the event of oversubscription, criteria will be used for course allocation to determine how places are offered

Oversubscription criteria for Year 12 (Sixth Form)

The following criteria will be used to allocate Year 12 places at Wombourne Sixth Form when oversubscribed for children who meet the minimum entry requirements as specified above, i.e. we receive more applications than spaces available:

- c. First priority for admission** shall be given to looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

The Trust may request supporting documentary evidence for looked after or previously looked after children which may include a letter from the child's social worker confirming their current status or a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted.

- d. Second priority for admission** shall be given to other children not falling into the category above

Tie break

Where there are more applications for Sixth Form than places remaining in any subscription

categories above, the order in which places will be allocated will be determined by the distance between the school and a child's home address (as defined above) as a tie breaker to decide between applicants.

Priority will be given to children who live closest to the school. Distance will be measured from the child's home address to the school's main gate using Google Maps.

Where the distance between two children's home address and the school is the same, random allocation will be used to decide between them supervised by someone who is independent of the School.

Offer of a place

All offers are conditional upon GCSE results, full details will be found within the conditional offer letter.

If an applicant fails to meet the minimum course requirements, they may be given the option of pursuing alternative courses for which they do meet the minimum academic requirements, subject to availability.



RUFFORD PRIMARY SCHOOL
Bredon Avenue, Stourbridge, DY9 7NR
Local Authority: Dudley MBC

<https://www.dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/>

Admission number

The published admission number (PAN) for Reception at School is 30.

Entry requirements for selective places or banding

Rufford Primary School does not use a selective policy based on aptitude or academic achievement.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception.

Oversubscription criteria

The following criteria will be used to allocate Reception places at Rufford Primary School when oversubscribed, i.e. we receive more applications than spaces available:

- a. First priority for admission** shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order;
- b. Second priority for admission** shall be given to children with a “serious and ongoing medical condition” where Rufford Primary School is the most appropriate school to meet the condition;
- c. Third priority for admission** shall be given to children who have a sibling who will still be attending Rufford Primary School in September 2025;
- d. Fourth priority for admission** shall be given to children of any member of staff in either or both of the following circumstances:
 - i. 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
 - ii. the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

This priority will be applied to all members of staff of Rufford Primary School, employed by Invictus Education Trust on a permanent contract of employment.

Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Rufford Primary School.

In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child’s individual needs. This may reduce the number of places available for children who do not have an EHCP.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The school will exceed the admission number to prevent separation of twins/triplets.

Tie break

Random allocation will be used as a tie break, to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Children below compulsory school age

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2024/2025 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Waiting lists

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2026. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis. If more than one application is received at the same time, the oversubscription criteria will be used to determine which applicant will have the place.

Inclusion on a school's waiting list does not mean that a place will eventually become available there.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list, depending on other children's' applications.

Places that become available between the point of allocation and 31 August 2026 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

SUPPLEMENTARY FORM: SEPTEMBER 2025 ENTRY

Admission by Specialism – Sports

If you wish your child to be considered for a Year 7 admission to The Crestwood School by **Sporting Aptitude** this form must be completed and sent to the school address by **17:00 on Friday 11 October 2024**. This must be done at the same time as you send your preference(s) to your **home** Local Authority. You will subsequently receive a letter of acknowledgement and further details of the application process.

Name of Student:	
Gender:	
Date of Birth:	
Local Authority:	
Primary School:	
Name of Parent/Carer:	
Address (Incl postcode):	
Email Address:	
Home Telephone No:	
Mobile Telephone No:	
Email Address:	
Parent/Carer Signature:	

SUPPLEMENTARY FORM: SEPTEMBER 2025 ENTRY

Admission by Specialism – Performing Arts

If you wish your child to be considered for a Year 7 admission to The Crestwood School by **Performing Arts Aptitude** this form must be completed and sent to the school address by **17:00 on Friday 11 October 2024**. This must be done at the same time as you send your preference(s) to your **home** Local Authority. You will subsequently receive a letter of acknowledgement and further details of the application process.

Name of Student:	
Gender:	
Date of Birth:	
Local Authority:	
Primary School:	
Name of Parent/Carer:	
Address (Incl postcode):	
Email Address:	
Home Telephone No:	
Mobile Telephone No:	
Email Address:	
Parent/Carer Signature:	

Please indicate the specialism for which you are applying (*Please note that you should make only **one** choice*):

Specialism	Music Instrumental*	Music / Vocal	Dance	Drama
Tick ONE box (2)				

*Please state the instrument if you have selected 'Music Instrumental' _____



SUPPLEMENTARY FORM: SEPTEMBER 2025 ENTRY

Admission by Specialism – Sports

If you wish your child to be considered for a Year 7 admission to Ellowes Hall Sports College by **Sporting Aptitude** this form must be completed and sent to the school address by **17:00 on Friday 11 October 2024**. This must be done at the same time as you send your preference(s) to your **home** Local Authority. You will subsequently receive a letter of acknowledgement and further details of the application process.

Name of Student:	
Gender:	
Date of Birth:	
Local Authority:	
Primary School:	
Name of Parent/Carer:	
Address (Incl postcode):	
Email Address:	
Home Telephone No:	
Mobile Telephone No:	
Email Address:	
Parent/Carer Signature:	



SUPPLEMENTARY FORM: SEPTEMBER 2025 ENTRY

Admission by Specialism – Performing Arts

If you wish your child to be considered for a Year 7 admission to Ellowes Hall Sports College by **Performing Arts Aptitude** this form must be completed and sent to the school address by **17:00 on Friday 11 October 2024**. This must be done at the same time as you send your preference(s) to your **home** Local Authority. You will subsequently receive a letter of acknowledgement and further details of the application process.

Name of Student:	
Gender:	
Date of Birth:	
Local Authority:	
Primary School:	
Name of Parent/Carer:	
Address (Incl postcode):	
Email Address:	
Home Telephone No:	
Mobile Telephone No:	
Email Address:	
Parent/Carer Signature:	

Please indicate the specialism for which you are applying (*Please note that you should make only **one** choice*):

Specialism	Music Instrumental*	Music / Vocal	Dance	Drama
Tick ONE box (2)				

*Please state the instrument if you have selected 'Music Instrumental' _____

SUPPLEMENTARY FORM

Admission priority for children of staff

Applicants who wish to be considered for priority under the criterion of children of any member of staff at an Invictus Education Trust school must complete this form. This must be done at the same time as you make your application to your home local authority.

- If the application is for Year 7 in September this supplementary form must be submitted by 11 October 2024.
- If the application is for Reception in September this supplementary form must be submitted by 6 January 2025.
- If the application is for in-year admission at any other time, this supplementary form must be submitted at the same time as submitting the application.

Name of school for which you are applying for admission priority:	
--	--

1. Child's details

Surname:	
Forename:	
Date of Birth:	

2. Parent/Carer's details

Surname:	
Forename:	
Name of school where employed:	
Date employment commenced:	
Home address:	
Postcode:	
Contact telephone number:	
Email:	

3. Declaration

I am a permanent member of staff of the school for which I am applying for admission priority in accordance with the Invictus Education Trust admission arrangements.

Please select as appropriate:

CIRCUMSTANCES	<input type="checkbox"/>
I have been employed at the school for two or more years at the time at which the application for admission to the school is made	
I have been recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.	

Signature of parent/carer: _____ Date: _____

Once completed, this form must be returned to: governance@invictus.education or by post to Invictus Education Trust Headquarters, Kinver High School, Enville Road. Kinver, West Midlands, DY7 6AA