



SADDLEWORTH SCHOOL

SCHOOL ADMISSIONS POLICY

Approved by:	Local Governing Committee
Date Approved:	September 2025
Review Date:	Autumn 2026

Statutory Framework

1.1 The Cranmer Education Trust is the Admission Authority for the school.

1.2 The statutory requirements of the school admission legislation and related regulations are published in the School Admissions Code 2021 and the Schools Admissions Code 2022.

The Code details the mandatory requirements and refers to the statutory requirements (i.e., those imposed by primary or secondary legislation) with which all admission authorities must comply.

Application Process

Applications for a place in Year 7 in the normal admissions round each year must be made on the Local Authority's Common Application Form. Applications are open from 1st August 2025 to 31st October 2025

Applications received after the closing date will be regarded as late unless, in Oldham Council's judgment, there are significant and exceptional reasons for the lateness. Proof of exceptional circumstances will be required.

Late applications are not considered until all on-time applicants have been allocated places.

Oldham residents, who wish to apply for a place in the first year at school after the first school day in September 2026, or to any other age group at any time, will apply for an in-year transfer (this application is done online).

Planned Admission Numbers (PAN)

The published admissions number (PAN) for Year 7 admissions to Year 7 in September 2026 is **300**. If no more than 300 pupils apply, all applicants will be offered places.

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an EHCP naming the school, the decision upon which children will be offered places will be based on the following oversubscription criteria.

Criterion 1

Looked after children or children who have previously been looked after will be given the highest priority for admission.

Criterion 2

Those children who are considered to have exceptional medical needs or exceptional welfare considerations that are directly relevant to the school concerned. Parents must submit evidence to support their application under this criterion (see note (a) below).

Criterion 3

Those children who will have a sibling (see note (b) below) attending the school when the younger child is admitted.

Criterion 4

Children of staff at the school (where the member of staff has been employed at the school for two or more years at the time at which the application is made and/or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage).

Criterion 5

Those children living within the geographical priority area of the school who are eligible for pupil premium. Children will be prioritised in proximity order, with those living next nearest to the school being admitted first (see note (c and d) below).

Criterion 6

Those children living within the geographical priority area of the school, who are not eligible for pupil premium. Children will be prioritised in proximity order, with those living next nearest to the school being admitted first (see note (c) below).

Criterion 7

Those children living outside the geographical priority area of the school who are eligible for pupil premium. Children will be prioritised in proximity order, with those living next nearest to the school being admitted first (see notes (c and d) below).

Criterion 8

Those children living outside the geographical priority area of the school who are not eligible for pupil premium. Children will be prioritised in proximity order, with those living next nearest to the school being admitted first (see note (c) below).

Notes

(a) Exceptional medical reasons must be supported at the time of application by a letter from a General Practitioner (GP), hospital consultant, or other medical professional. Providing evidence does not automatically mean that a place will be allocated under this criterion. Each case will be moderated by Senior LA Officers.

Exceptional welfare considerations must be supported at the time of application by a letter from a supporting agency (social worker, family support worker) indicating how the circumstances relate to the school preference. Providing evidence does not automatically mean that a place will be allocated under this criterion. Each case will be moderated by Senior LA Officers.

(b) Siblings – A sibling is defined as a brother or sister, step-brother or step-sister and half-brother or half-sister. A sibling must be living at the same address and not be a cousin or other relative. This criterion will apply to children who already have a sibling currently in attendance at the preferred school and also to children who have a sibling applying for a place at the preferred school that can be offered a place but are not currently on roll.

(c) Tie breaker - Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, children will be prioritised in proximity order, with those living nearest the school being admitted first. The distance is measured as a straight line from the child's home address to the school property measured between the two central data points of the home postcode and school postcode. Measurements are calculated using Geographical Information System mapping software based on Ordnance Survey and Postcode data.

(d) Pupil Premium – Those children receiving pupil premium on a date specified by the LA, 8 November 2025 will be eligible to be prioritised in the relevant criteria above. Any children allocated pupil premium after this date will not qualify for the pupil premium criteria of the oversubscription criteria.

(e) Looked after / previously looked after children - This includes any "looked after child", "previously looked after children" and any child who was previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (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. This criterion also includes Looked After children and all previously Looked After children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Permanent Address

The only address the LA can consider is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident.

If a childminder, grandparents, or another member of the family cares for the child on a daily basis at another address, the LA cannot consider this address for the purpose of its admission process to schools.

The LA will undertake any necessary investigations and an allocated place may be withdrawn if a false address is given or one where the child is not actually living when s/he is not at school.

Intention To Move House

An intention to change address cannot be considered until such a move has actually taken place and proof is available to substantiate the change of address. Proof of change of address will be accepted up until 8 November 2025.

Twins or Triplets

In cases where twins, triplets, or other multiple birth siblings are split when allocations take place, they will be allocated a place over the PAN.

Flats and equal distances

In the event of two or more children living equal distant from the school, e.g. blocks of flats, the place will be decided by drawing lots, the first name drawn will be offered the place.

Waiting List

Where there are more applications than places, the oversubscription criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the oversubscription criteria. The waiting list will be maintained until 31st December in any given year.

Late applicants for the school will be slotted into the order according to the oversubscription criteria. Thus, it is possible for a child who moves into the area later to have a higher priority than one already on the waiting list.

If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

Applications for in-year admission

Applications for in-year admissions are managed by the school, however parents must apply via the local authority in-year admissions process. The school then liaises with the local authority regarding any offer to be made. If the applicant cannot be offered a place, parents/legal guardians will be offered the right of appeal and placed on a waiting list.

Published Admissions Number (PAN)

The published admission number for the academic Year 2025-26 for each year group is below:

- Year 7 – 300
- Year 8 – 300
- Year 9 – 300
- Year 10 – 300
- Year 11 - 280

The PAN is set for each 'relevant age group' and is the maximum number of pupils that can be admitted to the school.

Requests for Admission outside of a child's normal age group

Parents/legal guardians may seek a place for their child outside of their normal age group. Parents/legal guardians requesting admission out of the normal age group must put their request in writing, to the Headteacher at the school including any supporting evidence that the parent/legal guardian wishes to be taken into account.

The Admissions Committee has the delegated authority from the Cranmer Education Trust to make decisions on requests for admission outside the normal age group on the basis of the circumstances of

each case and in the best interests of the child concerned. This will include taking account of the following:

- Parents/legal guardians' 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 been previously 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
- Headteacher's views

When informing a parent/legal guardian of their decision on the year group the child should be admitted to the local admissions committee will clearly set out the reasons for their decision.

If the application is granted and it is for in-year admission, subject to any waiting list or space being available, the child will be admitted to the age group applied to.

If the application has been rejected the child will only be able to apply for admission to the normal age group and be subject to the applicable process whether admission is sought through the normal admissions round or in-year.

Page Parents/legal guardians have the right to appeal to a refusal to admit their child (see further details below). However, if parents/legal guardians are offered a place for their child but not in the preferred age group there is no right of appeal.

Appeals

Where the school is unable to offer a place because the school is oversubscribed, parents/legal guardians have the right to appeal to an independent appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002 and subject to the School Admissions Appeals Code 2022.

Parents/legal guardians should notify the Clerk to the Governors at the school within 14 days of receiving the letter refusing a place. Parents/legal guardians will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents/legal guardians will normally receive 10 school days' notice of the place and time of the hearing. Further information about any appeal will be provided by the independent clerk to the appeals panel. Details about the appeals process can be found on the school website.

Please note that this right of appeal against the Trust's decision does not prevent you from making an appeal in respect of any other school.

The Cranmer Education Trust Privacy Notice

In making an application for admission to Saddleworth School Oldham, parents/legal guardians provide personal, sensitive information in relation to their child and themselves. This information will be stored in accordance with the School's privacy notice; a copy of which can be found at <https://www.saddleworth.oldham.sch.uk/policies>