The Radclyffe School
"Working Together for Excellence"

THE RADCLYFFE SCHOOL ADMISSIONS POLICY FOR ENTRY SEPTEMBER 2028

Recommended for Approval by	Admissions Committee on 19.10.2026
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Statutory Framework

The Radclyffe School is a member of the Cranmer Education Trust (CET). CET is the Admission Authority, with the administration and implementation of the policy being delegated to the trust's Admissions Committee.

The Committee applies the regulations on admissions fairly and equally to all those who wish to attend one of its schools. Schools comply with the provisions within the Schools Admissions Code and the Schools Appeal Code, available at: https://www.gov.uk/guidance/academy-admissions

Admissions 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 2027 to 31st October 2027.

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 2028, or to any other age group at any time, will apply for an in-year transfer.

Planned Admission Numbers (PAN)

The published admissions number (PAN) for Year 7 admissions to Year 7 in September 2028 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.

Criteria 1

Children Looked After / Children Previously Looked After
This includes any "children looked after", "children previously looked after" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence, special guardianship order, or Child Arrangements 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 criteria also includes children looked after and children previously looked after who appear (to the Admission Authority) to have 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 and ceased to be in state care as a result of being adopted.

Criteria 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).

Criteria 3
Those children who will have a sibling (see note (b) below) attending the school when the younger child is admitted.

Criteria 4
Children attending a named associate partner school (Bare Trees Primary; Burnley Brow Primary; Christ Church C of E Chadderton; St Matthew's C of E Primary School, Chadderton; Freehold Primary; Mills Hill Primary; St Luke's C of E Primary; St Anne's C of E Primary Royton; Stanley Road Community Primary; Whitegate End Primary and Nursery)

Criteria 5
Children who do not attend a named associate partner school and who will not have a sibling attending The Radclyffe School in September 2028.

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.

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.

(b) Siblings – A sibling is defined as a brother or sister, stepbrother or stepsister 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 post code and school post code. Measurements are calculated using Geographical Information System mapping software based on Ordnance Survey and Post Office data. The address from which the distance will be measured will be the permanent residential address, at the time of application, of the parent with whom the child is normally resident.

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.

Applications for in-year admission

All applications for in-year admission must be submitted in writing to the school. If a place is offered and accepted, the school will inform the Local Authority.

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 Admission Authority 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 Admission Authority 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.

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.

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.

Fraudulent Applications

Where the Trust discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent/legal guardian (e.g. a false address), which effectively denies a place to a child with a stronger claim, then the Trust may withdraw the offer of the place awarded. Where the offer is withdrawn based on misleading information, the application will be considered afresh, and a right of appeal offered if a place is refused.

Permanent Address

The only address the 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 Admissions Authority cannot consider this address for the purpose of its admission process to schools.

The Admissions Authority 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 the latest reasonable date prior to the final allocation of school place usually 01 March. For children of UK service personnel and other Crown Servants returning to the area proof of posting is all that is required.

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.

The Cranmer Education Trust Privacy Notice

In making an application for admission to The Radclyffe School, 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 here.

Policy Review and Consultation

CET will review and approve the Admissions Policy for The Radclyffe School on an annual basis in accordance with the School Admissions Code.

Consultation on admission arrangements will take place whenever there are significant changes to the policy or every seven years if there is no significant change. Consultation will be for a period of six weeks between 1 October and 31 January in the academic year before the arrangements are to apply.

Admission arrangements will be submitted to Oldham Council by 15 March and publicised on The Radclyffe's School website for the full offer year. Consultation will take place in the following way:

1. General notification on the school website;
2. Notification to parents / legal guardians in writing and by text; and
3. Notification by email to associated Primary Schools, Oldham LA and neighbouring Authorities, the Academy Co-Sponsors and all local Admission Authorities.

Any objections to Admissions arrangements should be made in writing to The Chair of the Admissions Committee, The Cranmer Education Trust, C/o, The Blue Coat School, Egerton Street, Oldham, OL1 3SQ. E-mail: info@cranmeredt.org