

## **Determined Admissions Arrangements for Sharnbrook Academy in September 2026**

### **Introduction**

The admission arrangements set out in this document are for Sharnbrook Academy, a secondary school within Meridian Trust.

The admission arrangements set out below are intended to apply from September 2026 for Year 7 and Year 12 only. Admission requests for other year groups will be dealt with as casual admissions.

The following policy is proposed by the Governing Body of the Meridian Trust, the admissions authority, to apply for admissions to Sharnbrook Academy (the Academy).

The Academy has capacity for 1,950 students.

### **Admissions**

The Published Admission Number (PAN) for year 7 is 270

### **Oversubscription Criteria**

If fewer applications than the stated PAN are received at any point of entry, all applicants will be admitted. If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs, or Education Health and Care (EHC) plan where the school is named in the Statement or the plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked After Children (LAC) and children who were looked after but ceased to be so by reason of adoption, a residence order or a special guardianship order; children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only;
2. Children with siblings at the Academy;
3. Children attending Harrold Primary Academy or Great Ouse Primary Academy;
4. Children attending the named Primary Schools (see notes);
5. Other children living in the catchment area (see notes);
6. Children of staff who have been employed by Sharnbrook Academy for two or more years at the time at which the application for admission to the school is made (see notes)
7. Any other children

### **Tiebreaker:**

If applying these criteria results in there being more children within any of the above categories than the number of available places, the tie break will be the distance the pupil lives from the Academy, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distances will be measured from the address point of the pupil's home (note e) to the main school reception. Priority will not be given within each criterion to children who meet other criteria. Where there is one remaining place available but the next measured distance is shared equally by more than one applicant, the

place will be allocated by lot supervised by an independent person. Where there is one remaining place available and the next child to be considered for admission is one of a multiple birth group, all multiple birth siblings will be admitted even if this exceeds the PAN.

### **Admissions Process**

Application forms are available from the Local Authority Admissions Office and can be downloaded from the Local Authority website (Bedford Borough residents only). Parents not living in Bedford Borough should contact their own Local Authority for an application form.

The Academy allocates places on an equal preference basis as explained in the Bedford Borough school transfer booklet and is a part of the Local Authority coordinated admissions process.

### **Appeals**

Parents who have not been allocated a place for their child will have the right of appeal to an independent panel. Details of how to exercise this right will be included in the notification letter from the local authority following either the coordinated admissions process or applications for casual admission.

### **Waiting list**

The Academy maintains waiting lists for admission into Year 7. Parents not offered a place are kept on the relevant waiting list which has been prioritised according to the oversubscription criteria.

### **Casual Admissions**

Requests for admission into other year groups should be made to the Bedford Borough Council who, by agreement, manage these requests for admission on the Academy's behalf.

### **Admission Outside Normal Age Group**

In exceptional circumstances the academy council will consider agreeing to the admission of a child to a year group other than is applicable to their chronological age. This may be appropriate, for example, where premature birth has led to children falling into a year group other than would have been the case had they been carried to full term. Similarly, where decisions to allow out of age group education have been taken by previous schools it will normally be appropriate for children to remain with their established year group. Other circumstances will be considered on their merits and in all cases, decisions will be taken in the best interests of the child.

All such requests should be made directly to the Academy at the time of application including any supporting evidence. If they are made as part of the coordinated admissions process, the application form should also be completed and submitted to the local authority. If the request is approved the application will be processed in the normal way. Applications outside that process will be considered as casual admissions.

If a request is denied a place may be offered in the age-appropriate year group.

### **Admission into Year 12**

Students already on roll at Lincroft Academy and Sharnbrook Academy may transfer to year 12 at Sharnbrook Sixth Form provided they meet the minimum academic entry requirements (see below) which are the same for external applicants. Students at Lincroft Academy and Sharnbrook Academy will be advised on their choice of courses during Year 11. Provisional offers of a place in the sixth form will be subject to confirmation in the light of examination results in relevant subjects.

Sharnbrook Sixth Form welcomes applications for entry from external students. The published admission number (PAN) for external students into year 12 is 30.

Sharnbrook Sixth Form offers a wide Post 16 curriculum specialising in A level and vocational courses. The breadth of this offer is matched by the very careful guidance and support given to each student when they are making their subject choices. Student success is built upon the academy maintaining and growing both our positive ethos and high levels of motivation.

### **Entry requirements**

All students must meet the minimum entry requirements, which are:

- a minimum of four GCSE (or equivalent) passes at 9 – 4, **plus** mathematics and English language at level 4 or above.

Many courses also have specific grade entry requirements. Students who wish to pursue these qualification aims will need to meet these in addition to the minimum entry requirements. Details of these are shown on the Academy's website and set out in the Sharnbrook Sixth Form Prospectus.

Logistical factors mean that individual subjects may be limited in the number of students they are able to accommodate. Where one or more of applicants' initial course choices are unavailable, it may still be possible to offer a place to study a different combination of subjects.

Applicants will be invited to visit the academy to discuss their aspirations and be advised about the availability of courses that will best meet their needs. N.B. This is not an interview to determine whether a place can be offered, which (subject to achieving minimum entry requirements) will be decided according to the oversubscription criteria below.

All students are expected to study a full study programme during their time on roll.

The Academy reserves the right to withdraw under-subscribed courses.

### **Oversubscription Criteria**

If fewer external applications than the stated PAN are received, all qualified applicants will be admitted. If the sixth form is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs, or Education Health and Care (EHC) plan where the Academy is named in the Statement or the plan, priority for admission will be given to those children who meet the criteria set out below, in order:

Looked After children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. Proof will be required (see notes a); children who have spent time in care while living in other countries.

Students living in catchment (see notes)

Other students

### **Tiebreaker:**

If applying the criteria for the year groups mentioned above results in there being more qualified students within any of the above categories than the number of available places, the tie break will be the distance the applicant lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the student's home to the main school reception on the Sharnbrook site. Priority will not be given within each criterion to children who meet other criteria.

### **Admissions Process**

Applications for places in year 12 should be made via Sharnbrook Academy. Applications should be made directly through the online form available on the academy website. Hard copies can be made available by request. The forms should be submitted by the date specified, but later applications will be considered.

Applicants will be invited to take part in a course choice discussion.

Provisional offers will be made over the course of the spring and summer terms. Applicants should notify the Academy as soon as they receive their results and if the minimum entry requirements have been met, the place will be confirmed.

### **Waiting list**

The Academy does not maintain a formal waiting list for Year 12.

### **Casual Admissions**

Any requests for admission will be considered on their merits subject to the availability of places on the desired course(s). Applicants will not normally be admitted unless the Academy is satisfied that the student has a reasonable chance of success taking into account their prior experience and the proportion of the curriculum that will have been missed.

### **Appeals**

When an application is unsuccessful for either an internal or an external applicant there is an automatic right of appeal to an Independent Appeal Panel. This appeal can be made either by the student or by the parent or jointly. In the event of both student and parent making an appeal for a place in the Academy's sixth form, the appeals will be heard at the same time and will be treated as a single appeal, as required under the School Admission Appeals Code. Information on appeals will be notified in writing to unsuccessful students and their parents.

### **Notes**

#### **Children with an EHCP**

Students who have a Statement of Special Education Needs or Education, Health and Care (EHC) plan are required to be admitted to the school that is named on the statement or plan, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

#### **Looked after children**

A 'looked after child' is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of its social services functions (see the definition in section 22 (1) of the Children Act 1989) at the time of making an application to a school.

A previously looked-after child is a child who was looked after but ceased to be so because they were adopted immediately after being looked after.

A child 'subject to an adoption order' includes all children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Adopted children, for the purposes of admissions priority, also include children subject to the following orders immediately after being looked after:

A 'child arrangements order'; or

A 'special guardianship order'.

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 purpose is to benefit society.

### **Siblings**

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion. The sibling must be in the academy at the time of the application and be likely to remain in the school at the proposed date of admission. For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters
- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters  
– for example when the parents are not married/in a civil relationship.
- Cousins are not regarded as siblings.

### **Multiple Birth Groups**

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, even if it means exceeding the Published Admission number.

In the case of siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place.

### **Named Primary Schools**

Children attending Carlton Primary School, Christopher Reeves Primary School, Eileen Wade Primary School, Kymbrook Primary School, Milton Ernest Primary School, Pinchmill Primary School, Riseley C of E Primary School, Sharnbrook Primary, St Lawrence Primary School, Thurleigh Primary School, Turvey Primary School.

For sixth form entry only, catchment includes the parishes of Bletsoe, Bolnhurst & Keysoe, Bromham, Carlton & Chellington, Clapham, Colmworth and Wilden, Dean & Shelton, Felmersham, Harrold, Knotting & Souldrop, Little Staughton, Melchbourne & Yelden, Odell, Oakley, Pavenham, Pertenhall, Podington, Turvey, Riseley, Sharnbrook, Staploe, Stevington, Stagsden, Swineshead, Thurleigh and Wymington. A map showing these areas is included in the Bedford Borough admissions booklet is published on the school's website and it is separately available from the school.

### **Catchment Area**

The catchment area comprises the parishes of Bletsoe, Bolnhurst & Keysoe, Carlton & Chellington, Colmworth and Wilden, Dean & Shelton, Felmersham, Harrold, Knotting & Souldrop, Little Staughton, Melchbourne & Yelden, Odell, Pavenham, Pertenhall, Podington, Turvey, Riseley, Sharnbrook, Staploe, Swineshead, Thurleigh and Wymington.

### **Staff**

The definition of 'Staff' is any member of staff employed by Sharnbrook Academy, either full or part time who has been employed for two or more years at the time at which the application for admission to the academy is made.

### **Home Address (child's)**

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications. When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is;

- owned by the child's parent(s)/carer(s) or

- leased to or rented by the child's parent(s)/carer(s) under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

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

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

### **Distance Measurements**

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

Legal Status: Statutory

|             |                                |
|-------------|--------------------------------|
| Approved by | Academy Council                |
| Date        | 27 <sup>th</sup> November 2025 |
| Next review | Annually                       |