

# Malmesbury School

## ADMISSIONS POLICY 2026/2027

### Admissions: Oversubscription Criteria

In the event that the school is oversubscribed, priority for admission will be given to students in the order stated below:

#### a. **Looked After Children/Previously Looked After Children**

The definition of Looked After Children - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Proof will be required and must be submitted by the deadline date.

#### b. **Vulnerable children**

Children from families registered with the National Asylum Support Service; children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school.

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

#### c. **Designated area siblings and shared area siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives within the designated area or shared area at the same address as the sibling. The sibling must not be in Year 12 or 13 of the school at the deadline date. Step, half and foster siblings are included in this category.

#### d. **Other children from the designated area or shared area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above. The catchment area index can be found on Wiltshire Council's website.

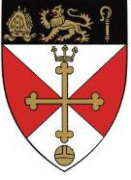
#### e. **Other siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives at the same address as the sibling. The sibling must not be in Years 11, 12 or 13 at the school as of the deadline date. Step, half and foster siblings are also included in this category.

f. **Children of a member of staff employed by Malmesbury School** for more than 2 years at the time at which the application is made, living in the same family unit at the same address.

If there are more applications than spaces available within any of the above criteria, priority will be given to those students who live nearest to the school; distance will be measured in a straight line between the student's home address and school, using eastings and northings (which are unique for every postal address)





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## Tiebreak

In the event of being oversubscribed in any of the above admission criterion to decide between two applications which cannot otherwise be separated, a tiebreak will be employed. A tiebreak will consist of a random unseen allocation as conducted by the Headteacher and Deputy Headteacher.

## Applications for Year 7 September Entry

The PAN (Published Admission Number) for admission into Year 7 in September 2026 is **240**.

Parents of Year 6 students should return their completed Local Authority (LA) Common Application Form (CAF) to the address indicated on the form **by midnight 31<sup>st</sup> October 2025**. The notification date is 1<sup>st</sup> March 2026.

All schools and Local Authorities in England are now part of a national and statutory co-ordinated admissions process which requires parents to use a Common Application Form. Wiltshire County Council also operates an online application system. **Applications can be made online from 1<sup>st</sup> September 2025** via <https://www.wiltshire.gov.uk/schools-learning-admissions-online>

## NB:

- Under the statutory National Admissions Code parents can indicate three choices of school on their form.
- Each choice will be looked at independently of the others, i.e., the system is now 'equal preference'.
- However, if a place at more than one of the three choices is available, and where there could be two or more potential offers, the highest preference school place available will be the only offer.
- 17<sup>th</sup> March 2026 is the last date for first round offers to be accepted by parents. Parents should confirm their acceptance online, if they have applied online, or if they have applied by paper, they should return the acceptance/decline slip directly to the Local Authority.

## Applications for Entry to Year Groups other than Year 7 September Intake

For admissions during and from 2026/27, as per the Local Authority Co-ordinated Scheme for Admissions, all applicants applying for any school place in Years 7 to 11 must complete an application form which should be returned directly to the Local Authority and not the school. The applicant may or may not live in Wiltshire.

To apply for your child to transfer please apply online using the Parent Portal

<https://www.wiltshire.gov.uk/schools-learning-admissions-online> alternatively, a copy of the in-year transfer application form can be obtained by calling Customer Services on 01225 713010. The applicant may or may not live in Wiltshire. All paper application forms must be posted back to the address on the application form. Email copies will not be accepted.

## Shared Parental Responsibility

Where two (or more) adults have parental responsibility for a child it is preferable that they should agree which school(s) to name as their preference(s) before submitting an application form. In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.





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If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the application used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

## Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol. Further information on the In Year Fair Access Protocol can be viewed at <https://www.wiltshire.gov.uk/schools-learning-forms-guides-policies>

## 6th Form

- All students must achieve Grade 5 in (either Language or Literature) and Maths at GCSE
- All students must have achieved Grade 6 in any subject they wish to study at A-level
- For subjects not studied at GCSE, students must demonstrate a grade 6 in an equivalent subject

Students will study 3 A-levels in Year 12 and 13. Some students with a very strong GCSE grade profile may opt to study up to 4 A-levels.

All students can choose from a wide range of additional courses as part of the excellence programme – including core maths, EPQ, Financial Capability, Latin, Sport.

## Appeals

Any applicant refused a place from Year 7 to 11 has the right to independent appeal. Details of the appeals process will be contained within the standard letter sent to unsuccessful applicants. Appeals for applications to the sixth form should be made by a parent (or personally if the student is over 18) directly to the Headteacher whose decision is final.

## Waiting List

In the event of oversubscription, the school will maintain a waiting list for all year groups for a minimum of one term. Children will be ranked in the same order as the published oversubscription criteria.

## Students with Educational Health Care Plans (EHCPs)

The responsibility for allocating a secondary school place for a student with an EHCP lies with Central SEN Services at Wiltshire County Council. Parents should not apply online or complete the Common Application Form in these circumstances. A student's individual case manager can provide relevant information. All children whose Education, Health Care Plan names a school must be admitted.





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## Admission Appeal Timetable

### Year 7

The national offer day is 1<sup>st</sup> March. If an application for a place is unsuccessful, then a parent/carer should lodge their appeal to Malmesbury School by the 20<sup>th</sup> school day after this date. This must be in writing.

Malmesbury School will arrange for the appeal to be heard within 40 school days of the deadline for the appeal.

Parents/carers will be given at least 10 school days' notice of the appeal date.

For late applications the above process should be followed. This is normally after the offer date. Malmesbury School will endeavour that the appeal is heard within 30 school days of the appeal being lodged.

### Admission of children outside their normal age group

Requests to admit a child to the school outside of the normal age group should be made by the Parent / Carer to the Admissions Authority. The Admissions Authority is The Athelstan Trust who can be contacted via email: [outofyearadmissions@theathelstantrust.org](mailto:outofyearadmissions@theathelstantrust.org). The Trust will consider the individual circumstances of the child. The Parent / Carer should provide relevant background information including whether the child has previously been educated out of their normal age group.

In the case of a summer born child who started primary school in the September after their 5th birthday, the request should be made when the child begins year 5. (Children born from 1st April to 31st August are known as summer born children).

<https://theathelstantrust.org/wp-content/uploads/2024/09/Athelstan-Trust-Admissions-Statement.pdf>

In considering the request, the Trust will review the information supplied and seek the view of the Headteacher of the school concerned. The parent / carer will be informed, in writing, of the decision. If a parent/ carer wishes to query a decision to refuse a request for admission out of the normal age group, they may submit a complaint using the Athelstan Trust Complaints Policy, available from the Trust website.

It should be noted a request for admission out of the normal age group is separate from an application for a school place. An admission request will therefore subsequently need to be made by the parent / carer as per the School Admission Policy. If the school is oversubscribed, priority for admission will be given as per the criteria set out in this Policy.

### In year applications

If an application for a place is unsuccessful, parents/carers should notify Malmesbury School of their appeal in writing by 20 school days of the date of the letter notifying them that their application has been unsuccessful. This must be in writing.

Malmesbury School will endeavour to arrange for the appeal to be heard within 30 school days of receipt of the lodged appeal if possible.





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## **Evidence to support appeals**

Parents/carers should provide any evidence they wish to submit in support of their appeal by 15 school days after they have submitted their appeal.

The school days detailed above can be calculated using the calendar available on the Malmesbury School website.

**Brett Jouny**  
Headteacher

