

THE TWO COUNTIES TRUST ADMISSIONS POLICY WILSTHORPE SCHOOL 2025-2026

Date of approval: 14/12/2022

The Two Counties Trust is a family of academies with a shared ethos, common values and collective goals. The Trust has a clear mission which is to transform the lives of our students and to release their potential through excellent education and the opportunity to acquire new skills. All academies within the Trust are united in their vision to rapidly improve the learning experience of their students and raise the aspirations of the local communities which they serve. The admission arrangements for our academies reflect their own local communities and their distinctive and individual academy ethos.

This policy has been written in accordance with the DfE's Schools Admission Code (September 2021).

The Two Counties Trust is the Admissions Authority for all academies within the Trust, who have determined that all admissions for entry into 2025-2026 will be co-ordinated through the Local Authority's co-ordinated admission arrangements.

1. The Application Process

Parents/Carers of Year 6 children should apply for a place within one of our academies either online via the home Local Authority's website or on the home Local Authority's Common Application Form (CAF), which must be completed and returned by 31 October to be considered as an on-time application.

All applications received by the relevant closing date will be considered first. Where there are more applications than places, these will be ordered in accordance with the approved oversubscription criteria for each academy. All late applications received after the closing date will receive the lowest priority and will be considered after those that have been received on-time. If an application is late due to exceptional circumstances a request can be made to the Trust to take those circumstances into account.

It is the legal responsibility for the Local Authority where the child resides to co-ordinate this process.

Derbyshire residents should apply through:

<https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx>

Nottinghamshire residents should apply through:

<https://www.nottinghamshire.gov.uk/education/school-admissions>

Residents outside of Derbyshire and Nottinghamshire should apply for a place through their own Local Authority.

2. Exceptional Circumstances

If a change of circumstances takes place after the closing date for applications, but before all places have been ranked and allocated by the Local Authority, the exceptional circumstances may be taken into account during the allocation process. Evidence is required to support any request to consider any request to consider exceptional circumstances.

The Trust, as Admission Authority, will decide if the change of circumstances is 'exceptional'.

3. Decisions

All decisions about admissions will be made using this policy and relevant oversubscription criteria for each academy.

All offers for normal admission round Year 7 places will be made on National Offer Day 1st March, or the next working day by the home Local Authority.

All offers for in-year places will be made within ten school days of application.

4. Oversubscription

Children who have an Education, Health and Care Plan which names the academy will automatically be offered a place.

If your child has an education, health and care plan, different arrangements apply and you should contact your home Local Authority.

Priority is given to Looked After Children and all previously Looked After Children, including those 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.



The academy may request sight of the adoption order, child arrangements order or special guardianship order together with a letter from the Local Authority that last looked after the child, confirming that they were looked after immediately prior to the order being made.

Other applications are then ranked in order following the academy's determined admission criteria, which is detailed in the 'oversubscription criteria' section. Please note a place cannot be guaranteed for any child, even those living in an academy's normal catchment area.

5. Catchment Areas

Catchment area details are detailed in the links below or by visiting the residing authority websites.

www.nottinghamshire.gov.uk/schoolcatchments

www.derbyshire.gov.uk/education/schools/school-places/secondary-admissions/parents-guide/howto-apply/find-your-nearest-school/find-your-nearest-school.aspx

A map of our catchment area can be found here:

https://maps.derbyshire.gov.uk/connect/analyst/mobile/#/main?mapcfg=Ordnance_Survey_Maps&locale=en&base=OS%20Colour%20Maps&overlays=Schools&queryTable=%2FAnalyst%2FNamedTables%2FSecondary_Area&queryColumn=DFES&queryValues=4054&lang=en-gb

6. Waiting Lists

In the event of oversubscription, the academy may operate a waiting list. If a waiting list is held, the child's place on the list will be determined by the oversubscription criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

7. In-Year Admissions

All applications made outside of the normal year of entry should be made directly to the academy. If a place is available in the appropriate year group, then that will be offered. If no place is available, the application will be refused and a right of appeal offered.

8. Independent Admission Appeals Year Groups 7 - 11

Parents who have been refused a place at the academy have the right to appeal this decision to an independent panel. Parents wishing to appeal should complete the appeal form, which can be found on academy's website.

<https://www.wilsthorpe.ttct.co.uk/information/admissions/>

Appeals will be held in line with the DfE's School Admission Appeals Code (October 2022).

9. Withdrawing an Offer or a Place

The academy will not withdraw an offer of a place unless it has been offered in error, a parent/carer has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Following an in-year offer of a place, the admission authority requires acceptance from parents/carers within 10 school days of the offer being made.

Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if an offer is refused.

No academy within the Trust will withdraw a place once a child has started at the academy, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the academy will be taken into account. Each case will be considered individually and it may be considered appropriate to withdraw the place if the child has been at the academy for less than one term.

10. Admission of Children outside of their Normal Age Range

Parents may seek a place for their child outside of their normal age group. The academy anticipates that children will only be educated outside of their normal age group in very exceptional circumstances, for example where the student has missed education due to ill health. As the Admission Authority, we will make decisions on the basis of the circumstances of each case and in the best interests of the child.



This will include taking into account the parent/carer's views, information about the child's academic, social and emotional development and where relevant, the views of a medical professional. When informing a parent/carer of our decision on the year group the child will be admitted to, the reasons will be clearly set out.

To request a delayed entry, parents are requested to make an application for their child's normal age group at the usual time in accordance with this policy and at the same time submit a request for admission out of the normal age group. Further information about this process will be provided to parents upon their request for admission outside of the normal age group.

11. Tie Breaker

In the event that there are two applications which cannot otherwise be separated, the allocation of a place will be by lot, when names will be drawn from a hat by an independent person. This process will be independently verified.

12. Fair Access Protocol

All Two Counties Trust academies participate in their Local Authority's Fair Access Protocol.

13. Second Appeals

Ordinarily only one appeal may be made for an academy per academic year. In exceptional circumstances, and at its sole discretion, the Trust may allow a further appeal to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

The Trust will determine if the circumstances meet the threshold for a second application.

14. Definitions

Looked After Child

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) at the time of making an application to a school;

Previously Looked After Children are children who were looked after but ceased to be so because they were adopted, (or became subject to a child arrangement order or special guardianship order). Children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those 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

[*State Care - a child is regarded as having 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.] (i.e. charity group that benefits society) but does not include private fostering whether in England or from outside of England.

Brother or sister

The term "brother or sister" includes half brother or sister, stepbrother or sister or legally adopted child being regarded as the brother or sister living at the same home address.

Residence

For the purpose of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency, they must prioritise one address over the other, or risk the application not being processed.

The Trust may request evidence of the home address and the Trust will determine on the evidence produced if this evidence is sufficient to support the application.

Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and/or or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

For children of UK service personnel (UK Armed Forces) and crown servants a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK

Measurement of Distance

Derbyshire:

The Children's Services Department has a Geographic Information System (GIS) to measure the straight-line distance. It is measured by a standard straight-line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools, the grid reference is taken from the postal address file and will normally be the nearest gate or entrance.

- Frederick Gent School-one gate plotted
- Friesland School-two gates plotted
- Heritage High School- one gate plotted
- Springwell Community College -two gates plotted
- Swanwick Hall School-three gates plotted
- Wilsthorpe School -three gates plotted

Nottinghamshire:

Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using Nottinghamshire County Council's computerised distance measuring software. In the event of two distances being equal, the County Council will measure to the next decimal point.

At the time of admission

A brother or sister (as defined in point ii) who will be in Year 7 - 11 at the time of admission.

15. Post-16 and Sixth Form Admissions

Academies have delegated control of their own sixth form admissions. For more Information, please see the details set out in the Academy specific information below.

An admission number for 6th form must be set if external candidates are to be considered. The admission number must relate only to those being admitted to the school for the first time. It is acceptable to exceed this if demand for available courses can be met. Applications should be submitted direct to the academy and not to the Local Authority or Trust.

Young people already on roll in the academy should apply directly through the academy for a place in the 6th form.

16. Published Admission Number (PAN)

The PANs for entry into 2025 in our academies for Year 7 are:

Ashfield School	405
Frederick Gent School	180
Friesland School	225
Heritage High School	200
Manor Academy	240



Selston High School	180
Springwell Community College	180
Swanwick Hall School	213
Wilsthorpe School	210

17. Link/Feeder Primary Schools

Ashfield School	<p>The West Park Academy</p> <p>Kirkby Woodhouse School</p> <p>Woodland View Primary School</p> <p>Mapplewells School</p> <p>Orchard School</p> <p>Greenwood Primary School</p>
Frederick Gent School	<p>Glebe Juniors</p> <p>Kirkstead Juniors</p> <p>Leys Junior School</p> <p>Christ The King Junior School</p>
Friesland School	<p>Ashbrook School</p> <p>Cloudside Academy</p> <p>Draycott Community Primary</p> <p>Firfield Primary School</p> <p>Longmoor Primary School</p> <p>Risley Lower Grammar Church of England (VC) Primary School</p> <p>Trowell CofE Primary School</p>
Heritage High School	<p>Barlborough Primary School</p> <p>Clowne Junior School</p> <p>Creswell Junior School</p> <p>Hodthorpe Primary School</p> <p>Whitwell Primary School</p>



The Manor Academy	<p>Northfield Primary and Nursery School</p> <p>St Edmunds Church of England Primary School</p> <p>Leas Park Junior School</p> <p>The Bramble Academy</p> <p>Peafield Lane Academy</p> <p>Farmilo Primary School</p>
Selston High School	<p>Bagthorpe Primary School</p> <p>Brinsley Primary School</p> <p>Holly Hill Primary and Nursery School</p> <p>Jacksdale Primary and Nursery School</p> <p>Underwood Church of England and Primary School</p>
Springwell Community College	<p>Brimington Junior School</p> <p>Hollingwood Primary School</p> <p>Inkersall Primary School</p> <p>Staveley Junior School</p> <p>St Joseph's Catholic and CofE Primary School</p> <p>Barrow Hill Primary School</p> <p>Norbriggs Primary School</p> <p>Woodthorpe Primary School</p> <p>Poolsbrook Primary School</p>
Swanwick Hall School	<p>Swanwick Primary School</p> <p>Riddings Junior School</p> <p>Somerlea Park Junior School</p> <p>Heage Primary School</p> <p>Ironville & Codnor Park Primary School</p>
Wilsthorpe School	<p>Harrington Junior School</p> <p>Longmoor Primary School</p> <p>Grange Primary School</p> <p>Firfield Primary School</p> <p>Draycott Primary School</p>

Oversubscription Criteria Year 7 - 11 for Wilsthorpe School

1. Looked After Children and all previously Looked After Children, including those 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.
2. Children of staff on a permanent contract with TTCT. **see footnote*
3. Children living in the normal area served by the academy at the time of application and admission who have brothers or sisters attending the academy at the time of application and admission.
4. Children living in the normal area served by the school at the time of application and admission.
5. Children not living in the normal area served by the school but who have brothers or sisters attending the academy at the time of application and admission.
6. Other children whose parents/carers have requested a place.

**2. A maximum of 4 staff children per school, per year will be given priority. If there are more than 4 applications under this criteria, priority will be given on distance from school. Staff must be on a permanent contract with TTCT at the time of the application and admission of the child. The application may be for a school other than the school where the member of staff is employed.*

Sixth Form

The Published Admission number for Post-16 is 200, with the PAN for external candidates being 20.

Wilsthorpe Sixth Form is committed to recruiting with integrity and employs entry requirements during the application process to ensure students are guided towards programmes of study that provide the very best chances of success. Information, advice and guidance is provided at all stages of the application process and takes in to account a range of factors including predicted grades, actual grades and school reports and trackers. The Sixth Form reserves the right not to admit a student, if there is no curriculum pathway that is suitable for them. This is in the interests of student success.

16-19 Study Programme Requirements

All of our Post 16 pathways are designed to provide structure and a challenging personalised learning programme. Every student in Years 12 and 13 will study academic or vocational qualifications that are linked to their future plans.

Students who embark on a study programme who do not yet have a grade 4 or higher in Mathematics or English Language will be required to work towards the achievement of these qualifications as part of their programme.

The pathways that students follow will maximise progression opportunities onto the next stage of education, employment or apprenticeship.

There are 2 pathways available in Key Stage 5:

- Academic: A Levels
- Vocational: Level 3 Vocational Qualifications

Planned learning hours

In order to maintain funding from the EFSA, all students must follow a full-time programme of study. This will require each student to enrol onto a minimum of three qualifications and students who have not achieved a grade 4 in GCSE English Language or Maths to enrol onto GCSE resit courses.

Student's programmes will also contain a bespoke Sixth Form PSHE and Careers schedule which allows students to access a range of talks, presentations, workshops and enrichment opportunities which help guide them through Sixth Form life and prepare them for life beyond. All students are therefore required to attend tutor time at the start of each day.

Entry requirements

The basic entry requirements for Sixth Form are that a student must achieve a **minimum of 5 grades 9-5 (including GCSE English Language and Maths)**



Most courses also carry additional entry requirements (see below):

A Level Qualifications

Art and Design	Grade 5 (or Level 2 Merit) in a creative subject i.e Art, Textiles
Biology	Grade 5 in Maths plus Grade 6 in Biology (or 6/6 in Combined Science)
Chemistry	Grade 5 in Maths plus Grade 6 in Chemistry (or 6/6 in Combined Science)
Computer Science	Grade 6 in IT or Computer Science
Core Maths (1 year course)	Students must be studying a subject with uses maths skills. This subject is worth ½ an A Level
Economics	Grade 5 in Maths and English Language
English Language	Grade 5 in English Language
English Literature	Grade 5 in English Literature
Film Studies	Grade 5 in English Language
French	Grade 6 in French
Further Maths	Grade 7 in Maths
Geography	Grade 5 in English Language plus Grade 5 in essay-based subject i.e English Literature, History, Geography, Religious Studies etc
History	Grade 5 in English Language plus Grade 5 in essay-based subject i.e English Literature, History, Geography, Religious Studies etc
Maths	Grade 6 in Maths
Philosophy & Ethics	Grade 5 in English Language plus Grade 5 in essay-based subject i.e English Literature, History, Geography, Religious Studies etc
Photography	Grade 5 (or Level 2 Merit) in a creative subject i.e Art, Textiles
Physics	Grade 5 in Maths plus Grade 6 in Physics (or 6/6 in Combined Science)
Psychology	Grade 5 in English Language and either Grade 5 in Maths or 5/5 in Combined Science
Sociology	Grade 5 in English Language plus Grade 5 in an essay-based subject i.e English Literature, History, Geography, Religious Studies etc
Spanish	Grade 6 in Spanish
Textiles	Grade 5 (or Level 2 Merit) in a creative subject i.e Art, Textiles

Applied Level 3 Qualifications

BTEC Level 3 Applied Human Biology	Grade 5/4 in Combined Science
OCR Level 3 Cambridge Technical in Sport	Grade 4/4 in Combined Science
OCR Level 3 Cambridge Technical in IT	Grade 4 in IT or Computer Science
BTEC Level 3 Forensic Science	Grade 4/4 in Combined Science
BTEC Level 3 Music	Grade 5 (or Level 2 Merit) in Music or Grade 5 in Practical Music and a good understanding of music theory



Level 3 Drama and Theatre	Grade 5 in Drama if previously studied
Level 3 Business Studies	If you have previously studied Business then a Level 2 Merit or Grade 4 must have been achieved

Please note that it may not be possible to run all courses advertised in the prospectus. Course viability will be reviewed in February and decisions will be shared as soon as possible.

Application Process

The timetable for applications and admissions into Wilsthorpe Sixth Form are detailed below. All applicants seeking admission into Post 16 must achieve the necessary grades for access onto the courses they have chosen.

Timetable for Application and Admission:

- Sixth Form Open Evening - October
- Meeting to discuss course suitability (and tours for external applicants) and Offer Letters - October to July
- Review of applications and course viability - February
- Taster Sessions - July
- Publication of GCSE results and Sixth Form enrolment - August

Over subscription for Sixth Form

Should oversubscription criteria be required because there are more applications than places available the following oversubscription criteria will be used:

- Looked After Children and all previously Looked After Children, including those 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.
- Children who already attend the school and who meet the academic entry requirements.
- Children who do not presently attend the school, but who meet the academic entry requirements.

In the event of oversubscription of the above criteria, proximity to the school will be used with those living nearer to the school given priority. Distance measurement is as the crow flies from the home address to the school.

Progression into Year 13

Progression to Year 13 is not automatic. Entry of Year 12 students into Year 13 only takes place if the standards laid out below are met -

- To continue with A-level courses a student must have achieved pass grade in their Year 12 progress exam
- To continue with a vocational course, a student must be in line to achieve at least their target for that subject
- Students must have greater than 95% attendance and no unauthorised absence, except in the case of students with known mental or physical health concerns under the supervision of a hospital consultant
- There must be no outstanding disciplinary concerns known to the Progress Manager. Where a written warning has been given to a student about conduct and a contract has been agreed, a student must have met any conditions specified in the warning

Failure to meet any of the standards identified above would lead to a review of the student's suitability for their chosen pathway.

For further information please contact Post-16 Progress Manager at: enquiries@wilsthorpe.ttct.co.uk

