



Stationers' Crown Woods Academy

Admission Arrangements 2025-26

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Author:	Mr A Farr, Vice Principal
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Admission Arrangements 2025-26

Leigh Academies Trust is the admissions authority of Stationers' Crown Woods Academy (the Academy). Applications for places will be made in accordance with the Royal Borough of Greenwich co-ordinated admissions scheme and timetable.

The Academy has an agreed published admission number of 270 for entry into Year 7 for the academic year **2025-26**.

1 Process of Application

1.1 To apply for a place at Stationers' Crown Woods Academy, an applicant must apply through their home Local Authority, in accordance with the co-ordinated planned admission scheme.

2 Considerations of Applications

2.1 All applications for places will be considered. Where fewer applications are received than the agreed admissions number, the Academy will offer places to all those who have applied.

2.2 All applicants who submit a supplementary form by 31 October 2023 will be invited to sit a fair banding test. It is not possible to pass or fail the test, but those not sitting the test at all will only be prioritised after those children who have sat the test. The test will take place in Term 1 of the current academic year for the following academic year. Parents wishing to apply for the Academy should do so through their Local Authority in the usual way and register for the test by sending the supplementary form, available from the Academy website, to the main office of the Academy or via email. Applicants who are unable to sit the test on the published date will be offered an alternative date and time. Results of the fair banding test will be made available by the Academy upon request from the date indicated on the timeline for banding test arrangements. The timeline will be published on the admissions page of the Academy website.

2.3 Requests for admission outside of the normal age group should be made to the Principal as early as possible in the admissions round associated with the child's date of birth. This allows the Academy and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request, however, where provided it must be specific to the child in question and may include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the Academy's ability to agree to a request for admission outside of the normal age group. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. Deferred applications must be made to the Local Authority, with written confirmation from the Academy Principal attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with the Academy's oversubscription criteria.

3 Procedures Where the Academy is Oversubscribed

3.1 Before the application of oversubscription criteria, children with a statement of Special Educational Need (SEN) or Education, Health & Care Plan (EHCP) that names Stationers' Crown Woods Academy will be admitted. As a result of this, the published admissions number will be reduced accordingly.

(1) Children with a statement of Special Educational Need (SEN) or Education, Health & Care Plan (EHCP) that names Stationers' Crown Woods Academy.

(2) Looked After Children or previously Looked After Children. A Looked After Child is one who is (a) in the care of the Local Authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). A previously Looked After Child

is a child who was adopted, or subject to a Child Arrangement Order, or special guardianship order, immediately following having been looked after.

3.2 Those applicants who have undertaken the fair banding test will then be split into 5 equally sized bands, based on the results of the fair banding test. This is to ensure that students across a broad range of abilities are admitted. If the number of applicants is not divisible by five the following process will apply:

- (1)** If there is one extra applicant when the number of applicants is divided by five there will be an additional applicant placed in Band 3.
- (2)** If there are two extra applicants, there will be one additional applicant placed in Band 3 and one in Band 4.
- (3)** If there are three extra applicants, there will be one additional applicant placed in Band 5, one in Band 1 and one in Band 3.
- (4)** If there are four extra applicants, there will be one additional applicant placed in Bands 2, 3, 4 and 5 respectively.

3.3 Oversubscription Criterion

Once students have been allocated, priority within each and will be given in the following order:

- (1) Admission of students whose siblings currently attend the Academy**

Students whose sibling(s) currently attend/s the Academy and who will continue to do so at the time of entry. For this criterion 'brother' or 'sister' means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, step-brothers or sisters, foster brothers or sisters. Children residing in the same households as part of an extended family, such as cousins, will not be treated as siblings. If siblings from multiple births (twins, triplets, etc) apply for the Academy and the Academy would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the Academy will offer a place to each of the siblings even if doing so takes the Academy above its PAN. The Academy reserves the right to ask for proof of relationship.
- (2) Acute medical/social needs**

Medical, health, social and special access reasons will be applied in accordance with the Academy's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental health or physical impairment means they have a demonstrable and significant need to attend Stationers' Crown Woods Academy. Equally, this priority will apply to children whose parents' / guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend the Academy. Such claims will need to be supported by written evidence from a suitably qualified, independent registered medical, or other, practitioner at the time of original application who can demonstrate a special connection between these needs and Stationers' Crown Woods Academy.
- (3) Child of a staff member**

The son or daughter of a member of staff who is employed at the Academy. For these criteria 'son' or 'daughter' means a child who lives in the same house as the member of staff, including a natural son or daughter, an adopted child, step son or daughter, or foster child. Children residing in the same households as part of an extended family, such as cousins, will not be eligible under this criterion. If children come from multiple births (twins, triplets, etc) and the Academy would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those children, the Academy will offer a

place to each of the children, even if doing so takes the Academy above its PAN. The Academy reserves the right to ask for proof of relationship.

(4) Distance from the Academy

Children living nearest to the Academy at the time of application will be given preference. The distance from home to the Academy is measured electronically using a computerised mapping system. This system measures a straight line from a single fixed point in the centre of the home address to the centre of the Academy. The same point on the Academy site is used for every application.

If more than one applicant lives in a multi-occupancy building (eg flats), priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

The home address is considered to be where the child resides as their only or principal residence. Proof of liability for council tax will be required. If the child resides equally between both parents, the principal home address will be considered as being the address at which the child is registered whilst attending primary school, with a GP and, if applicable, the address of the parent who is in receipt of carer other than a parent, a residence order or other court order will be required.

Those applicants who did not undertake the fair banding test will then be considered. Priority will be given in the following order:

- (1)** admission of students whose sibling(s) currently attend/s the Academy;
- (2)** acute medical/social needs;
- (3)** child of a staff member; and
- (4)** distance from the Academy.

The definitions of these criteria are the same as listed above.

Tie breaker

In the unlikely event that 2 or more applicants living the same distance away from the Academy and in all other ways have equal eligibility for the last available place at the Academy, the names will be issued a number and drawn randomly to decide which child should be given a place.

Late applications

Stationers' Crown Woods Academy follows Royal Borough of Greenwich Local Authority's policy for late applications as stated in the booklet 'Secondary Schools in Royal Greenwich'.

In-year admissions

Applicants applying for a place at Stationers' Crown Woods Academy's need to apply directly to the Academy. The process regarding children admitted via Fair Access Panel will be in line with Royal Borough of Greenwich Local Authority's published arrangements.

Waiting list for Year 7

The Academy will maintain a waiting list in all ability bands, for the academic year being applied for. This will operate when the Academy receives more applications than there are places available and the waiting list will operate for the full academic year. The waiting list will be managed by the Royal Borough of Greenwich admissions team until August 2025 and transferred to the academy on 1 September 2025. Stationers' Crown Woods Academy will operate a waiting list, until 31 December 2025. Any child for whom a place is requested on the waiting list will undertake the fair banding test, thus allowing each child to be placed in one of the ability bands. The lists will be ranked in line with the published oversubscription criteria and no further information can be considered. If a place becomes available the Academy will offer it to the next applicant on the waiting list in the appropriate ability band. If there are no applicants in that

band, we will offer the place to the next applicant in an adjacent band and so on. If a parent/carer wishes their child to remain on the waiting list for the following year, they must reapply at the start of the relevant academic year.

Appeals

Leigh Academies Trust, as the Admissions Authority, delegates the responsibility for the administration of appeals to the Academy. Parents who wish to appeal the decision to refuse their child a place at the Academy may appeal in writing to the Clerk to Governors % the Academy. Appeals will be heard by an independent panel in accordance with the School Standards and Framework Act 1988.

4 Sixth Form Admissions

4.1 Sixth Form is an Inclusive community to which the Academy welcomes applications from students from any background looking to study in a supportive and caring environment.

4.2 Before application of the oversubscription criteria, children with a statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP) which names Stationers' Crown Woods Academy will be admitted.

4.3 Sixth Form Published Admission Number (PAN) is 400 places.

4.4 In the event of oversubscription, the following criteria will be taken into account:

- (1)** applicants who have achieved all required grades for the subjects identified in the application form, as detailed in the 2025-26 prospectus;
- (2)** priority is given to students who have previously been attending Stationers' Crown Woods Academy;
- (3)** applicants who have attended the summer term orientation/induction day;
- (4)** nearness of the applicant's home - the Academy will use the distance between the child's permanent home address and the main entrance of the Academy building, measured in a straight line; the same point on the Academy site is used for every applicant.

4.5 If 200 or more students from Stationers' Crown Woods Academy meet the admissions criteria and wish to enter Year 12 of the sixth form, no external applicants will be considered.

4.6 Where there are more external applicants for any available Sixth Form places than places available, after the admission of students with a statement of Special Education Needs (SEN) where the Academy is named on the statement, the oversubscription criteria above will be applied to determine who is admitted. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applications, whether they are internal or external applicants.

4.7 Application Procedure

- (1)** All potential applicants are invited to attend an Open Event in the autumn term prior to admission year.
- (2)** All applicants should complete and submit an application form to the academy by 31 January 2025.
- (3)** Applicants will be invited to discuss their curriculum choices with a senior member of staff to establish whether a suitable programme of study course is available to them.
- (4)** An offer will be made on the condition that the applicant achieves the examination grades required for enrolment onto each of the courses they have chosen; these can be found in the Sixth Form prospectus.

- (5)** Applicants holding conditional offers will be invited to attend an orientation day in the summer term.
- (6)** Where candidates have achieved the required grades, enrolment will take place in August 2022 following publication of GCSE results.
- (7)** Application forms will be available at open events and can be found on the Academy website.

Students who wish to apply for Stationers' Crown Woods Academy Sixth Form should apply to the Academy directly.