



Higham Lane School
Helping Learners Succeed

Central England Academy Trust
Higham Lane School
Admissions Policy 2027-2028

15th October 2025



Admission arrangements for Higham Lane School for the 2027-2028 school year

Introductory statement

Central England Academy Trust, being the admissions authority for Higham Lane School, has determined the following arrangements for entry to the school in September 2027.

Higham Lane School will run its own admissions arrangements for the 2027/28 school year. However, Warwickshire County Council will handle the admissions process on behalf of Higham Lane School.

Parents/carers should apply directly to Warwickshire County Council, and the school adopts Warwickshire County Council's In-Year Fair Access Protocol. Applicants living outside of Warwickshire should apply through their local authority's admissions process.

Published Admission number (PAN)

The school has an admission number of **246** for **Year 7**. It will admit this number of pupils if there are sufficient applications. If fewer than **246** applications are received, all applicants will be offered a place.

Oversubscription criteria

The academy trust will admit any pupil with an Education, Health and Care plan which names the school. *Please note that this may reduce the number of places available.* Priority will then be given to children who meet the criteria set out below, in order.

1. Looked after children and previously looked after children.
2. Children who live in the school's catchment area (priority area), in the order set out below:
 - a. Siblings of pupils attending the school at the time the application is received.
 - b. Other children living in the priority area.

Children living on the boundary line will be considered to live in the priority area. The priority area is shown on the map at the end of this policy and described there.

3. Children living outside the priority area who will have a brother or sister at the school at the time the application is received.



4. Children of staff employed at the school where: (a) the member of staff has been employed at the school for two or more years at the time at which the application for admission is made, and/or (b) the member of staff is recruited to fill a post for which there is a demonstrable skills shortage.
5. Children attending Michael Drayton Junior School, which is named as a feeder school because of its link and formal connection with Higham Lane School as part of the same Trust. The designation of Michael Drayton as a named feeder school supports continuity of education within the Trust and strengthens community links.
6. Other children living outside the priority area.

Separated Parents

Children who spend part of their week with one parent and part with another, at different addresses, must use the address at which they spend most of their time. This address will be used for determining the school Priority Area and distance from school.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Tie-break

If a tie-break is needed to decide which child will be offered a place, the child living closest to the school will be offered a place. Distance will be measured from the Postal Address File (PAF) of the child's home to the centre point ('centroid') of the school in a straight line. (Centroids are predetermined points and all measurements are subject to change due to updates of mapping data). If two or more applicants live an equal distance from the school (for example if they share the same multiple dwelling and PAF), random allocation will be used to determine which child will be offered a place. Warwickshire County Council will conduct the random allocation. The process will be carried out by two officers of the Admissions Service in the presence of a Local Authority Solicitor from the Law & Governance Division. The order of the numbers generated will be recorded and countersigned at the time. This applies equally to applicants both within and outside Warwickshire, and no priority is given based on local authority boundaries.

Random allocation will not be used if siblings from a multiple birth (twins, triplets or another multiple-birth child) are tied for a place. They will all be offered a place and we will exceed our admission number.



Admission of children outside their normal age group

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should include a request with their application, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests. Central England Academy Trust will make a decision on the basis of the circumstances of the case and in the child's best interests, taking into account the views of the headteacher and any information provided by the parent. Central England Academy Trust will clearly set out the reasons for this decision when informing a parent about it.

Process for Out of Age Applications

- Parents/carers must submit a written request to the Headteacher of the Academy outlining the reasons for the application during the standard application period.
- Parents/carers should enclose evidence to support their request and must include the following documents:
 1. School reports
 2. Reports from any professionals involved with the child/family
 3. Evidence of any mitigating circumstances
- The Headteacher of the Academy will consider the application and review the evidence provided. He/she will also consult with the staff in the Academy to ensure that, if the application is successful, the out of age placement can be accommodated. The usual oversubscription admission criteria will also be applied.
- The application and Headteacher's recommendation will be considered by the Governing Body, who will make the final decision.
- Parents/carers will be promptly informed of the decision, along with the appeals process, if required.

Waiting list

Warwickshire County Council will maintain a waiting list for Year 7 until 31 December. A parent whose application was unsuccessful will automatically be placed on the waiting list for higher preference schools (for example, if you applied for three schools and were offered your third preference, you will automatically be added to the waiting list for the first and second preferences). Where places become available, they will be allocated to children on the waiting list in strict priority order in accordance with the oversubscription criteria. Parents/carers will be contacted if their child is allocated a place.

A child's position can move both up and down the waiting list as other students are added to the list, in accordance with the oversubscription criteria. Late applicants are not penalised



when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant in all admissions decisions.

Appeals

Applicants who are refused a place at the school will be able to appeal to an independent appeal panel. They will be informed by Warwickshire County Council of their statutory right of appeal when they receive the outcome of their applications. They can then appeal for any preference expressed, but not allocated, even if it was a lower preference than the one offered.

Contact Warwickshire County Council for information on how to appeal. The appeals timetable is on their website at <http://www.warwickshire.gov.uk/schoolappeals>.

Late applications (In Accordance With Warwickshire Guidance)

Entry or Transfer Year Groups

Applications received after the national deadline, or the extended deadline for those moving to a new house, will be considered as late. Exceptions will only be considered if there is written evidence of exceptional circumstances.

Late applications will be processed after all on-time applications and will be considered as part of the reallocation round, depending on when the application is received.

Late Applications Because of an Impending Move

Applications where new address evidence is received before 31 December 2026 may amend the original on-time application with the new address and may also change the schools named in their original on-time application if the original preferences are no longer appropriate.

Address evidence received after 31 December 2026 cannot be considered for the on-time application. The new address will be used to communicate the outcome of the application only. The Admissions Service should be contacted after national offer day to amend address details and any preferences will be considered as part of the reallocation process.

Further Address Information

Definition of Home Address

Details of a child's permanent address (where the child normally resides/sleeps when they attend school) must be included on the application, even if they are planning to move after



the deadline. Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term in September 2027.

Proof of Address

Either during the application process or after the offer of a school place, parents may be asked for proof of address.

School places will be allocated using the child's home address as included on the application form.

Acceptable documents to confirm a child's home address include:

- 2026/2027 Council Tax Bill
- 2026/2027 Council Tax Benefit letter/notice
- Utility bill (gas, water or electric), dated within the last 6 months
- Copy of tenancy agreement or mortgage statement for the property, dated within the last 12 months
- Copy of most recent Child Tax Credits or Child Benefit letter

Children of UK Service Personnel (UK Armed Forces) and Crown Servants

For families of service personnel with a confirmed posting within the county, or crown servants returning from overseas to live in the county, with a relocation date, a Unit postal address, quartering area address, or future home address may be accepted as the address for the application upon parental request, in accordance with the School Admissions Code. The application should be accompanied by an official letter that declares the relocation date and evidence of the intended address.

Fraudulent or Intentionally Misleading Applications

Parents/carers should be aware that where a school place is offered based on an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.



Notes and Definitions

Catchment (Priority Area)

The whole of the parish of Caldecote is included. From the Caldecote parish boundary the north-eastern boundary of the priority area follows the Warwickshire County boundary to The Long Shoot. The southern boundary is formed by The Long Shoot, Hinckley Road, Leicester Road, Back Street, Newton Road, Corporation Street, Central Avenue, Midland Road, Tuttle Hill and Mancetter Road. Only the northern sides of these roads are included in the priority area, with the exception of The Long Shoot and Hinckley Road, where both sides are included in the priority area. The western boundary is formed by the Hartshill Parish boundary from Mancetter Road to the Caldecote Parish boundary.

Details of the School's priority area can also be found on the Warwickshire County Council website:
<http://www.warwickshire.gov.uk/admissions> .

Looked After Children

Children in the care of, or provided with accommodation by a local authority (under Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a 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..

Sibling, i.e. brother or sister, attending the school at the time of admission

Sibling is defined in these arrangements as: a brother or sister, a half brother or sister, a step brother or sister, an adopted brother or sister, a child living at the same address who is being Looked After by a local authority, or the child of a parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

Postal Address File (PAF)

The address point location coordinate of the applicant's home address as set by Ordnance Survey.



Appendix 2

Applications to Higham Lane Sixth Form

At Higham Lane Sixth Form, we offer a range of A level and vocational qualifications, that will require certain minimum grades at GCSE level. We strive to ensure that all students who are accepted into the Sixth Form are placed on appropriate courses where they are most likely to succeed. In order to do this, all applicants will be invited to attend an interview to discuss the most suitable courses of study. As part of this meeting, students could be asked to demonstrate a particular skill or showcase a portfolio of appropriate work.

All students in Year 11 at Higham Lane School are offered impartial advice about the range of Post-16 opportunities on offer in the area, including what is on offer at Higham Lane Sixth Form. All Year 11 students at Higham Lane School who are interested in joining Higham Lane Sixth Form are welcome to apply. We will also accept applications from students wishing to come to Higham Lane Sixth Form from another school, but students from Higham Lane School will be given preference for places. If places are still available, the same admission criteria will apply to all other applicants.

We have a Planned Admission Number (PAN) of 160 students per year for internal and external admissions. This is the maximum number of students we will admit.

Expressing a Preference

All applications for admission to Higham Lane Sixth Form, including students currently attending the School, must be made by completing an application form available on the School website (www.highamlaneschool.co.uk). Students who do not have access to the internet should telephone the School (on 02476 388123) to request an application form.

The Admissions Policy

Entry into Year 12

Admission to the Sixth Form will be from:

- (i) students in Year 11 at Higham Lane School who achieve the required standards for entry into the Sixth Form;
- (ii) students in Year 11 on roll at another educational provider who achieve the required standards for entry into the Sixth Form.

The academic entry requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at the School and external applicants. Students will be admitted into the Sixth Form at the start of the autumn term in each academic year, although there may be some occasions when students enter or transfer during the first few weeks of the academic year. The deadline for late entry or transfer into Higham Lane Sixth Form is the first Friday in October of Year 12.



Academic Requirements

Entry to A level and vocational courses requires five or more GCSEs at grade 9-4 in different subjects. We strongly recommend that this includes a minimum GCSE grade 4 in English Language and Mathematics and cannot be less than a grade 3 in one of these subjects. Resits in GCSE Mathematics and English Language will be available to improve your grade should you wish to. Students who enter Higham Lane Sixth Form with a grade 3 in either English Language or Maths must re-sit this GCSE qualification to achieve a grade 4 or higher.

Helpful and effective information, advice and guidance is important to us. At enrolment, we are prepared to have a conversation with any student who has not fully met the entry profile. All A Level subjects will be offering the two-year linear A level from September 2018. AS level qualifications will not be offered, except in the Extended Project Qualification (EPQ). The EPQ will be run as an enrichment entitlement.

All A level subjects will require the student to have achieved at least a grade six at GCSE (where study of the GCSE in that subject was possible) to continue to study the respective subject at A level.

We will consider GCSE grades in English Language and Mathematics as well as related subjects when determining whether it is suitable for a student to study subjects such as Economics, CTEC Health and Social Care, Government and Politics, Law, Criminology, Media Studies and Psychology, given that they may not have had the opportunity to study these subjects at GCSE. A few subjects have further requirements: a GCSE grade 7 in Mathematics to study Further Mathematics; a GCSE grade 6 in Mathematics to study Chemistry or Physics and a grade 6 for Biology. A GCSE grade 6 in Science or in Mathematics is strongly recommended in some subjects.

The Higham Lane School website will detail each individual subject's entry requirements.

Entry into the Sixth Form will be based on academic entry requirements. Once enrolled, we expect students to maintain high standards of attendance and behaviour to remain on their chosen courses.

For the purposes of admission to the Sixth Form:

- BTEC courses and other vocational courses such as Cambridge Nationals will count as 1 GCSE
- Other qualifications will be considered on a case by case basis.

All students seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen. Meeting the requirements of any course is no guarantee that the student will automatically be offered a place on a preferred choice of course.



Continuation into Year 13

The student's results from examinations, any modules and teacher assessment in Year 12 will be taken into consideration when deciding whether a student progresses into Year 13, as we require evidence that the student will be likely to go on to complete the course successfully. Any decisions made to withdraw from a course or programme of study will be discussed with the students and parent/carer ensuring that advice, information and guidance is given to support positive student pathways. Attendance and learning habits will also be considered.

Oversubscription Criteria

Number of applicants for places in the Sixth Form exceeds the places available

Where the number of applicants for places in the Sixth Form exceeds the places available, then admission will be determined in accordance with the following priority of admission criteria:

- (i) Any Looked After or previously Looked After Children who meet the academic requirements for entry into the Sixth Form;
- (ii) Any students with an Education, Health and Care Plan who meet the academic requirements for entry into the Sixth Form;
- (iii) Applications from existing Higham Lane students who meet the academic requirements for entry into the Sixth Form;
- (iv) Students in Year 11 on roll at another educational provider who meet the academic requirements for entry into the Sixth Form and who have siblings at Higham Lane School at the time of enrolment. (Siblings are defined as brothers or sisters, including step brothers and sisters, living at the same address as their primary place of residence);
- (v) Any other students in Year 11 on roll at another educational provider who meet the academic requirements for entry into the Sixth Form; preference will be given based on their geographical distance from the School (distance will be measured as described in the 'Warwickshire County Council-determined Admission Arrangements' to which Higham Lane School subscribes, for entry in Years 7-11).

Over-subscribed courses

Where the number of applicants for a course of study exceeds the places available, priority will be given to those who have higher attainment in their GCSE/BTEC or other vocational qualifications. This will be calculated using the DfE GCSE Average Point Score methodology. If students have the same GCSE Average Point Score then selection will be obtained using a computer random generator which will be witnessed by an independent observer.



Appeals

Any student refused a place in the Sixth Form has the right of appeal. Details of how to appeal can be obtained from the School.

False Information

Any place offered on the basis of a fraudulent or intentionally misleading application, e.g. giving a false address, will be withdrawn. It is for the parents/carer to satisfy the School of their circumstances, as they apply to the admission criteria at the time of application.

Timetable for Admission

Student to complete application form	By January 2027
Course guidance consultation/interviews	By February 2027 for internal students and external students
Provisional offers made	By March/April 2027
Publication of GCSE results	August 2027
School agrees/refuses the admission	August/September 2027
Decision communicated to parent/student	August/September 2027
Appeal	September 2027

Late Applications and Transfers

Late applications will be considered up to the end of the first Friday in October of Year 12.

The right of appeal will also apply to late applications and transfers.