



Middlesex Learning Trust

Admissions Policy for Stopsley High School 2025 2026

Policy Review

This policy will be reviewed and approved by the Standards and Students Committee annually.

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| Chief Executive Officer: | Ann Marie Mulkerins |
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This policy sets out the admissions policy of Middlesex Learning Trust.

However, sections 6 and 7 set out the oversubscription criteria, and approach to in-year admissions, specific to Stopsley High School.

1. Aims

This policy aims to:

- Explain how to apply for a place at Stopsley High School in Middlesex Learning Trust
- Set out the arrangements for allocating places to the students who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by their home local authority.



Looked After Children, Previously Looked After Children and those who appear to have been in state care outside of England and ceased to be 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 (as defined by section 22(1) of the Children Act 1989) at the time of an application being made to a school.

A previously looked after child is a child who was looked after, i.e. in care of a local authority but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order.

This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002 or became subject to a Child Arrangements Order or Special Guardianship Order.

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

A Special Guardianship Order is defined in Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian(s).

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 or main purpose is to benefit society.

A parent/carer will need to provide sufficient evidence of the child's previously looked after status; e.g.

- Adoption order or adoption birth certificate
- Residence order
- Special guardianship order

Home Address

A pupil's home address is where she or he spends the majority of the school week (i.e. Monday to Friday, including nights) with her/his parent or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. If there is any query on the home address this will be checked against official documentation.

Catchment area

You can look up your catchment area via this link: [Catchment area look up](#)



Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Definition of Medical Grounds

Medical Grounds refers to cases where there are reasons which make it essential that a child should attend Stopsley High School and where Stopsley High School is the only school that could meet the child's needs. A medical report from the child's Doctor or Consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to Stopsley High School and the difficulties that would be caused if the child had to attend another school. The comments of the Authority's medical officer may also be sought in order to decide whether it is essential for a child to be admitted to Stopsley High School on Medical Grounds. Admission on Medical Grounds cannot be considered when the medical condition relates to that of a parent/carer, brother, sister or other relative.

4. How to apply

For applications in the normal admissions round, you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Late applications

If an application is received after the closing date, then it will be viewed as late. Late applications will not be considered until all applications that were received on time have been processed. If there are exceptional reasons why an application is late, parents should email their home local authority to explain this and provide supporting documents.

Parents will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Parents seeking a place for their child outside of the chronological age group should complete a 'request for out-of-year admission application form' and include reasons for their request. Parents should include information regarding the child's academic, social and emotional development and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application.



Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their mental and physical medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group or abroad
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- Headteachers' views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. **Parents do not have a right to appeal if they are offered a place but it is not in their preferred age group.**

6. Allocation of places

6.1 Admission numbers

Stopsley High School's published admission number (PAN) for entry into Year 7 is 270.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name our school will be admitted to the school before any other places are allocated.

If our school is not oversubscribed, all applicants will be offered a place.

In the event that our school receives more applications than the number of places available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special



guardianship order. Children who appear (to the Admissions Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Students living in the catchment area of the school.
3. Siblings of children attending the school at the time of proposed admission.
4. Students who do not live in the catchment area but attend a feeder primary school i.e. Stopsley Primary, St Matthew's Primary and Bushmead Primary.
5. Medical grounds supported by an appropriate medical practitioner.
6. Students living outside of the catchment area who do not attend one of the feeder schools.

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria.

Details of Stopsley High School's catchment area can be found at: [Catchment area look up](#)
Catchment area lists are also available from Luton Borough Council by telephoning the Admissions Helpline on 01582 548016.

Waiting lists

Where it is not possible to agree all applications for the school, a waiting list will be devised. Waiting lists are organised in the order of priority of the school's admissions criteria. Each child added to the waiting list will require the list to be ranked again in line with the published oversubscription criteria.

6.3 Tiebreak

A tiebreaker will come into force where the number of places eligible within any of the criteria set out above would exceed the Published Admissions Number (PAN). In such circumstances, where there are more eligible children under an oversubscription criterion than remaining places, the shortest straight line distance from the door to the School's Main Reception to the student's home address³, will be used. The distance will be measured using a computerised mapping system, as approved by Luton (or relevant) Borough Council. The home address will be measured from a point at the address identified in the Local Land and Property Gazetteer.

Students living closer to the school will be given priority. In the event of (a) two or more children living at the same address point (e.g. twins or children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, witnessed by an independent body. The above criteria will be applied using an equal preference scheme, without reference to the ability or aptitude of the child. All applications will be considered on an equal preference basis, whereby all first, second and third preference applications are considered equally against Stopsley High School's Admissions Criteria.



6.4 Fair Access Protocol

We participate in our local authority's Fair Access Protocol. This helps make sure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans naming our school.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name our school will be admitted to the school.

Likewise, if there are spaces available at the school in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group at the school. When a space becomes available it will be filled by one of the students on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Parents seeking a place at Stopsley High School should complete the Council's In-Year Common Application Form and return this form directly to the Council. The Council will then liaise with all Schools listed as a preference to ascertain which (if any) preferences can be met. If a pupil qualifies for a place at more than one school, the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded. On occasion, students will be admitted to the School using Luton's In Year Fair Access Protocol, the principles of which have been accepted.

Parents will be notified of the outcome of the in-year application in writing within 15 school days.



8. Appeals

If your child's application for a place at one of the schools in our trust is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

You can find details of the appeals timetable on the following webpage:

[Appeals process for school admissions \(luton.gov.uk\)](http://luton.gov.uk)

9. Monitoring arrangements

This policy will be reviewed and approved by the MLT Standards & Students Committee annually.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the board of trustees will publicly consult on these changes.

The board of trustees will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.