The Sutton Academy Proposed Admission Arrangements 2028-29: Consultation Draft

These proposed admission arrangements are subject to consultation from 10 November 2026 to 22 December 2026.

Status	**Statutory**
Admitting Authority	**The Challenge Academy Trust Board**
Date approved	
Responsible Person	**TCAT**

Principal: Ms Lynsey Gobin

Address: The Sutton Academy
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St Helens
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Website: www.thesuttonacademy.org.uk

Age Range: 11 - 18

Admission Number for Year 7 in September 2028: **270**

Number of Students on Roll at February 2026: **1445**

Admission Policy & Arrangements for 2028/2029

1. The Trust Board of The Challenge Academy Trust is responsible for determining the policy relating to the admission of students to The Sutton Academy. It is guided in that responsibility by the requirements of the law.

2. The ethos of the academy:
   The academy's mission statement **"Together Students Achieve"** informs everything that we do and characterises the ethos and the spirit that drives our collective endeavours and our vision for improvement. At The Sutton Academy we recognise that everyone; staff, students, parents and carers are individuals but share a strong collective will to succeed. Therefore, at The Sutton Academy we respect the individual needs of everyone and seek to foster a caring and creative environment which emphasises the positive social, emotional, physical and intellectual development of all learners.

Our work at the academy is underpinned by our desire for:
- Students to achieve to the best of their ability through an ethos of high standards
- Parents/Carers to send their children to the academy knowing they will be successful, cared for and enthused
- Staff to be challenged and supported to develop to their full potential to make a difference every day

Our role as educators is to ensure the students leave us with:
- Powerful knowledge, vocabulary and a wealth of cultural capital
- Qualifications which enable them to take control of the next stages of their life
- The four core academy values: kind, reflective, resilient and part of a community

The Sutton Academy is driven to provide:
- A culture where every child is cared for and encouraged to grow
- The highest standards of behaviour and mutual respect
- A knowledge-rich curriculum

- Highly effective evidence informed teaching
- A strong partnership with both parents/carers and students
- The best enrichment opportunities
- Staff who feel privileged to serve our community

In striving for excellence, we seek to develop first class learning opportunities for all and that, over time, The Sutton Academy Learning Community becomes recognised as outstanding in everything that it does.

The academy has a strong vision for partnership working with sponsors, the local community and external agencies to create personalised, engaging and motivating educational experiences for its young people.

1. Having consulted with the Local Authority and others in accordance with the requirements of the law, the Trust Board has set its admissions number at 270 students for the school year commencing September 2028.

2. Applications for a place in Year 7 in September 2028 should be made on the applicant's home local authority common application form. Applications for St Helens residents can be made online via St Helens Council's website from September 2027. A copy of the St Helens Secondary Education Information for Parents Booklet will also be available to view on the Council's website from September 2026 onwards.

The closing date for applications is 31 October 2027.
Decision email/letters will be sent to parents/carers on 1 March 2028.

Late Applications
Applications submitted after the closing date will only be considered alongside those who applied on time when they are received before the allocation procedures begin. However, as this date cannot be predicted, parents/carers have no guarantee that any application received after the closing date will be included.

Oversubscription Criteria
Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out below. Children who have an Education, Health and Care Plan which names The Sutton Academy will be admitted to the academy.

Where there are more applications than places available, the following oversubscription criteria will be applied in the order listed:

1. **Children in Care (looked after children) and previously looked after children, including those previously in state care outside of England*.**

2. **Siblings** - pupils with elder brothers or sisters already attending The Sutton Academy and expected to continue at the academy in the following school year. This includes full, half or stepbrothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit.

3. **Medical or psychological need** - pupils for whom advice from a medical practitioner or psychologist has been provided by the parents/carers at the time of application in support of admission to The Sutton Academy which, in the Admission

Authority's view, justifies admission to the academy. The Admission Authority, if it considers it appropriate, will seek the views of the school medical officer or educational psychologist in the event of parents/carers requesting admission on medical or psychological grounds.

4. **Children of staff** - children of staff where the member of staff has been employed by The Sutton Academy for two or more years at the time at which the application for admission to the academy is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. **Pupils attending associated primary schools**, namely:
    - Eaves Primary
    - Robins Lane Community Primary
    - Sherdley Primary
    - Sutton Manor Community Primary
    - Sutton Oak CE Primary
    - Thatto Heath Community Primary
    - Willow Tree Primary

6. **Distance** - pupils living nearest to the academy, measured as a direct distance from the child's permanent place of residence to the academy using the appropriate geographical information/address point system.

*A child in care 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 its social services functions under section 22(1) of the Children Act 1989 at the time of making the application to the academy.

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 arrangements order or special guardianship order.

A child is regarded as having been in state care in a place outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Tie Breaker

Where the academy reaches its published admission number from pupils within one of the categories listed above, those pupils to be admitted from within that category will be those whose permanent places of residence are closest to the academy as defined in oversubscription criterion six.

A tie breaker must be applied to decide which applicant will be offered the last place at the academy when two or more applicants cannot otherwise be separated.

Distances will be measured in miles to 3 decimal places using a geographic information system (GIS). In the event of this measurement being the same for two or more applicants and the last place to be allocated would be to one of these applicants, a random allocation will be applied.

Special Conditions for Twins (etc.)
Where the final place in a year group is offered to one of twins (or triplets etc) the Local Authority will not apply the tie break as it will admit the other twin etc too, even if that means going above the admission number.

Definition of Home Address
This is the confirmed address (before allocation procedures begin) where the child and parent, or person with parental responsibility, normally live. The Governing Body will use the address of the parent who is in receipt of Child Benefit for this. If parents are separated and the child spends time at each parent's address, the address which receives Child Benefit will normally be used, but the Governing Body reserves the right to request other proofs as fit the individual circumstances. It may be necessary to carry out checks to confirm that addresses given are genuine. Parents may, therefore, be asked to produce documentary evidence of their child's home address e.g. Council Tax or utility bills.

Any subsequent change to a child's home address must be notified to the Admissions Section of the Local Authority.

False Information
Where the Trust Board discovers that a child has been awarded a place as a result of any false information, it will withdraw the offer, and the child will lose the place.

Waiting List
During the normal admissions round, if a place is refused because the academy is oversubscribed the child's name will automatically be placed on the waiting list. The waiting list will be kept in priority order according to the oversubscription criteria and not on the date on which applications were received. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with the Authority's Fair Access Protocol will take precedence over those on the waiting list.

The waiting list will close at the end of the autumn term for the September 2028 Year 7 intake.

In-Year Fair Access Protocol
The Trust Board has a duty to comply with the Local Authority's In -Year Fair Access Protocol and therefore admit up to +2 managed transfers per year group, even if the year group concerned is full.

All schools and academies should participate in their Local Authority's protocol. For that reason, admission appeal panels will not view the fact that The Sutton Academy is obliged to admit over its admission number as an indication that it can do so for all in year transfers without causing prejudice to the efficient provision of education or efficient use of resources.

In Year Transfers
Applications for a place in Year 7 after the waiting list has closed or Years 8-11 should be made on the Local Authority's in year common application form. The application will then be processed in accordance with St Helens in year co-ordinated admissions scheme.

Parents/Carers will normally receive a written response to their application within ten school days.

Appeal Procedure
Where parents/carers are unsuccessful in applying for a place at The Sutton Academy, the decision letter will give reasons why the application was refused and notification of the right of appeal, including details of how, and to whom, to make an appeal and where to obtain further information.

Admission of children outside their normal age group
Parents/carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

A decision is made on the basis of the circumstances of each case.

The process is as follows:
Stage 1 - Request
Parents/carers make a formal request to the Local Authority's School Admissions Team in writing with any supporting evidence they wish to be considered. A request for early entry into Year 7 should be made before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March. A request for in year admission outside of the normal age group should be made on the Local Authority's In Year Transfer Application Form.

Stage 2 - Decision
Requests will be referred to the academy to be considered and a decision made.

Stage 3 - Outcome
Request agreed:
If the request is agreed the application will be considered for the relevant year group and ranked alongside any other applications. **There is no guarantee that a place will be offered.** Parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Request refused:
There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents/carers are dissatisfied, they have the right to complain under the school's complaints procedure.

How places were allocated at The Sutton Academy for <u>September 2026</u>

Admission Number	Total Number of Applications: First, Second and Third Preferences	How Places were Allocated	Final Number of Places Allocated after Late Applications, Changes of Preference and Appeals
270	Total: 536 First Preference 278 Second Preference 152 Third Preference 106	Children with an Education Health and Care Plan 16 Looked after and previously looked after children 9 Associated Primary 198 Brothers & Sisters 8 Distance 39	270 (no appeals were upheld)

Please be aware that how places are allocated can substantially change from year to year.

The academy has been oversubscribed for the last seven years.