



Admissions Policy

September 2026 entry

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Chair of Governors	Katherine Russell
Date ratified by LGB	March 2025
Renewal date	January 2026

ADMISSIONS POLICY

1. Criteria for admission Beechwood School:

Beechwood School is a Secondary school academy, within the Local Authority of Slough, and is part of the Schelwood Trust. The school's Planned Admission Number for 2026-27 is 150.

2. Legislation and statutory requirements:

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

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

As an academy, the school is required by its 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](#).

3. Application Procedures:

Parents who wish to apply for a place for their child at Beechwood School must apply using the Common Application Form (CAF) that can be obtained from the Admissions and Access Team at your local authority.

Visit www.slough.gov.uk/admissions

Timeline:

Application Deadline: All applications must be submitted by 31st October 2025.

Notification Date: Parents will be notified of the outcome by 1st March 2026.

Appeals Deadline: Appeals must be lodged by 31st March 2026.

4. Criteria for Places:

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below:

1. A Looked after child (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who were adopted.*
2. Exceptional Medical / Social Need Children who have medical or social grounds for admission. These reasons must be fully supported in writing from a professional person involved in the case, such as a doctor or social worker. This must show that the school requested is the only school that the child can attend because of the medical or social needs. All documents must be submitted with the CAF or with a printed copy of the online form if completed online

3. Sibling children who will have siblings at the school within Years 7 to 13 inclusive, at the time of the child's admission.
4. Catchment area children who live in the catchment area of the school.
5. All other applicants –

Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the LA's measuring system, with those living closer to the school receiving the higher priority

5. Tie Breaker:

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

6. Waiting list:

Slough keeps a waiting list for each school which is oversubscribed. To ensure that Slough meets its duty to continue to coordinate admissions beyond the offer date and comply with the parents' highest possible preference, Slough will ensure that waiting lists do not contain lower ranked preferences.

Waiting lists for Slough secondary schools will include those who have moved to the area and were unable to make an 'on time' application.

Waiting lists are held in the order of oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.

7. In-Year Admissions:

To apply for in-year admissions, applicants will be required to complete Slough Borough Council's application form. All applications will be considered in accordance with the published admission criteria as above. Where places are available and there is no waiting list the child will be admitted. If there is a waiting list, the applications will be ranked in accordance with the oversubscription criteria.

Whenever a new applicant is added to the waiting list, the list will be reordered in accordance with the oversubscription criteria.

8. Multiple Births:

In cases where there is one place available, and the next child on the list is a twin, triplet etc. we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 150 for year 7 for 2026/7 or the number of places (150) in other year groups.

9. Request for Admission Outside of the Normal Age Range:

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

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

- Parental views
- Information about a child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated within their normal age group
- Whether they would have naturally fallen into a lower age group if they had not been born prematurely
- The headteacher's view.

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 above. 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 at the school but it is not in their preferred age group.

10. Challenging behaviour:

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 listing the school.

11. Fair Access:

The school participates in the local authority's Fair Access Protocol. Children qualifying and allocated a place under the Fair Access Protocol will be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

12. Sixth Form Applications:

Applicants who meet the academic entry criteria for Sixth Form will be prioritised as follows:

1. Looked after children and previously looked after children
2. Current students at Beechwood School
3. Siblings of students at Beechwood School
4. All other applicants

Places on individual courses are subject to availability. There is no guarantee that the school will be able to offer students their preferred course choices. The school reserves the right to withdraw a course on offer if, for example, it is not financially viable to run it.

Full details of the Sixth Form admission requirements (both general and the subject specific) are published annually in the Sixth Form Course Information Booklet which is available on Beechwood's website. Further details are also provided at the Sixth Form Open Evening.

13. Appeals:

Applicants who are refused a school place have the right of appeal by an independent appeal panel. Information regarding the process and timescales will be made available at the time of allocation of school places.

14. Monitoring Arrangements:

This policy will be reviewed and approved by Beechwood School's Local Governing Body every year. We will publicly consult on the school's admission arrangements at least once every 7 years.

The next public consultation will be during the 2027-2028 academic year.

15. Equality and Diversity Statement:

Beechwood School is committed to promoting equality and diversity in all its practices and activities. We welcome applications from all sections of the community regardless of race, religion, gender, disability, or socioeconomic background.

16. False Information:

Providing false information will result in the withdrawal of the offer of a school place.

17. Data Protection:

All personal data collected during the admissions process will be handled in accordance with the General Data Protection Regulation (GDPR).

18. Feedback Mechanism:

We value your feedback on the admissions process. Please send any comments or suggestions to attendanceteam@beechwoodschool.co.uk.

*Priority will go to children who are legally defined as looked after by the local authority at the time an application to the school is made or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in a state care outside of England and ceased to be in a state care as a result of being adopted. A looked after child is a child 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 the definition in Section 22(1) of the Children Act 1989)