



United Learning
The best in everyone™

SHOREHAM ACADEMY

Proposed **Admissions Policy** **Academic Year 2026-2027**

DRAFT for Consultation

Next review TBC

Shoreham Academy Proposed Admission Arrangements for the Academic Year September 2026-July 2027

Introductory Statement

Shoreham Academy is an 11-18 school in West Sussex. The school is a co-educational secondary academy with a sixth form. The school is part of United Learning¹.

Shoreham Academy seeks to bring out 'The Best in Everyone'. The school serves all children in the local community. All children will be admitted without reference to ability or aptitude. There are no faith criteria as part of the admissions policy; children from families of all faiths, or none, are very welcome.

Admission Number(s)

Shoreham Academy has a Published Admission Number (PAN) of 300 for entry in Year 7 in September 2026.

Shoreham Academy will also admit up to 30 external applicants into the school Sixth Form in Year 12 in September 2026 – as such, the PAN for Year 12 is 30. The total capacity of Year 12 is 180 and of these, 30 are allocated for external students. If fewer than 150 internal students meet the entry requirements for the Sixth Form, then the number of external applicants can be increased until the year group is full.

Accordingly, Shoreham Academy will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, places will be offered at the school to all those who have applied.

Application Process

Shoreham Academy participates in West Sussex's process for co-ordinating school offers for years 7-11. This means you will need to complete the West Sussex common application [form](#). Shoreham Academy manages its own Post-16 admissions, please click [here](#) for details on how to apply, or email info@shoreham-academy.org for further information.

Oversubscription Criteria

When the school is oversubscribed, after admitting pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children who meet the criteria set out below. Please refer to the Notes section for further information on each category, listed in priority order²:

1. Priority will be given to looked-after children and those who were previously looked after but, immediately after being looked after, became subject to adoption, a child arrangements order, or special guardianship order. This includes children who appear (to

¹ United Learning is a multi-academy trust. For more information about the trust visit www.unitedlearning.org.uk

^{2,3,4} Please also refer to the Notes section

the trust) to have been in state care outside of England and ceased to be in state care as a result of adoption.

2. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker, of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the school with the application, a child's medical or social needs cannot be considered.
3. Priority will next be given to the siblings³ of pupils who attend the academy, live within the catchment area⁴, and are attending the school at the time the application is received and/or will be attending when the child starts. This includes siblings of students in Shoreham Academy Sixth Form, whether they have attended Shoreham Academy in the lower years, or not.
4. Priority will next be given to the children of staff who have been employed by Shoreham Academy for two years or more and/or been recruited to fill a demonstrable skills shortage.
5. Priority will next be given to other children who live in the catchment area.
6. Priority will next be given to other children who live outside the catchment area.

Tie-break

If a tie-break is required within categories 2-6 above to determine which child is admitted, priority will be given to the child living closest to the school. This distance is measured by a straight line from Academy to the child's home address, using Ordnance Survey data within the curtilage of the property.

If there are insufficient places to accommodate all applicants and after using all oversubscription criteria, applicants for the final place(s) cannot be split, the remaining place(s) will be allocated using a random allocation process (carried out by West Sussex on the Trust's behalf) if the distance between a child's home and the academy is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. When considering twins, triplets or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

Late Applications

All applications received after the deadline will be considered as late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Admission of Children Outside of Their Normal Age Group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will decide on the basis of the individual circumstances and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent.

Waiting Lists

Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by Shoreham Academy and will be open to any parent to ask for their child's name to be added, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

In-Year Admissions: Arrangements for Admitting Pupils Outside of the Normal Admissions Round

Applications outside of the normal admissions round are known as in-year admissions.

Parents are encouraged to apply for a place for an in-year admission via West Sussex by completing this [form](#). Parents will be notified by West Sussex of the outcome of their in-year application within 10 school days of the receipt of the application.

If the year group applied for has a place available, the child will be admitted unless there are reasonable reason(s) not to admit in accordance with Schools Admissions Code. If more applications are received than there are places available, the oversubscription criteria outlined above shall apply. Parents/carers whose application is turned down are entitled to appeal (see below).

Post-16 Admission Criteria

Shoreham Academy warmly welcomes applications to our Sixth Form, and we are delighted to welcome external applicants. The Published Admissions Number for the Sixth Form (which is the number of places held for external applicants) is 30. If fewer than 150 of the school's Year 11 students are offered a place, then this number will increase until Year 12 is full (max 180 students).

All students, whether progressing from our own Year 11 or joining us from other schools, are required to meet the same academic entry standards to create a supportive and successful

learning environment. Full details on these requirements for each subject can be found on our [website](#)

If we receive more applications than there are places, we will apply our oversubscription criteria as set out above, to ensure a fair selection process. Students already at the Academy are automatically eligible to transfer to Year 12, provided they meet the entry requirements.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The appeal panel will be independent of the academy. The arrangements for appeals will be in line with the School Admissions Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties.

Appellants should file an appeal via West Sussex, with further information set out [here](#).

If applicants decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible, with an opportunity for parents/carers to put forward their case and ask questions. If the appeal is refused, the Local Governing Body will not consider a further appeal for admission in the same academic year, unless there is a significant material change in circumstances of the parent or child.

Fair Access Protocol

Shoreham Academy participates in the In-Year Fair Access Protocol managed by West Sussex in order to minimise the number of students who are at risk of underachievement by being out of school. This is reviewed by the local Admissions Panel on a regular basis.

Notes:**Looked After Child:**

“Looked After Child” means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Looked After Child” means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

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 purpose is to benefit society. Applicants can be asked to provide additional evidence to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

Home Address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child’s residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends most of the school week.

Sibling:

‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions.

Living in Catchment:

The Catchment area is defined by West Sussex and your catchment area school/schools can be found by typing your address here, if you live in West Sussex. Where a child lives/their permanent address is where they normally live and sleep and go to school from, please also refer to the home address section on the first page of the Notes pages.

Distance:

To determine distance from the school we will measure the distance between a child's permanent home address and the school. This will be done in conjunction with West Sussex, we will use their system to measure distance to ensure alignment with their wider role in admissions. Therefore, all distances are measured by a straight line from the school to the child's home address, using Ordnance Survey data within the curtilage of the property. The same address point on the school site is used for everybody.