



DARRICK WOOD SCHOOL ADMISSION ARRANGEMENTS FOR THE ACADEMIC YEAR 2026-2027

The Academy's determined admission arrangement for the 2026 intake were varied by the Board of Trustees under Paragraphs 3.6 and 3.7 of the School Admissions Code 2021 on the 15th of July 2025.

These variations were necessary to ensure compliance with the Code and admissions law. These variations have been made in green font for ease of reference.

1. Introduction

The School will comply with the Department for Education's School Admissions Code and the School Admissions Appeals Code and the law relating to admissions.

Under the Code, Impact Multi Academy Trust is the 'Admission Authority'.

The Trust will consult the relevant bodies where amendments to this policy are required or within the specified timescale as per the School Admissions Code.

The School participates in the local coordinated admissions arrangements for entry to Year 7. This and in-year admissions are administered by the London Borough of Bromley (<https://www.bromley.gov.uk/secondary-school-admissions> (the Local Authority')).

The Trust will comply with the Local Authority agreed application procedures and timetables.

2. Admission to Year 7

The Published Admissions Number (PAN) for Year 7 is **260**.

The PAN is inclusive of students with an Education, Health and Care Plan (EHCP) that are admitted to the School pursuant to the School being named in Section I of their EHCP.

Applications should be made using the Common Application Form.

Where there are more applications than there are places available in Year 7, places will be allocated in the following order of priority:

a) Children Looked After (Children in Public Care) and Previously Looked After Children:

- i A child looked after is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions. These children must still be “looked after” when the child starts school unless (b) applies.
- ii Or a child who was previously looked after and immediately after being looked after became subject to an adoption, child arrangement or special guardianship order. This includes those children who appear (to the Admission Authority) to have been in state care outside of England and ceased to be in care as a result of being adopted.

b) Siblings of pupils in school at the time of proposed entry

- i Sibling - in this context, is defined as a full brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case the child should be living in the same family unit at the same address. Sibling applications will only be accepted for siblings of pupils in Years 7, 8, 9, 10 and 12; siblings of pupils in Year 11 whose parents have confirmed their commitment to the pupil continuing into Year 12 (written confirmation will be required). However, siblings of Year 13 students will not be accepted. A “Parent” is any person who has parental responsibility or care of the child and documentary evidence of residence of the sibling will be required.
- ii Where a twin, triplet (s) or sibling (s) of a higher multiple birth achieves a place at the School within the published admission number in the normal way, but their twin, triplet (s) or sibling (s) of a higher multiple birth did not achieve their place, the School will nevertheless admit their twin, triplet (s) or sibling (s) or a higher multiple birth even where this means exceeding the published admission number. This does not apply to admission to Year 12.

c) Children of Staff at the School

Darrick Wood will give priority in the oversubscription criteria to children of staff directly employed by the School in either or both of the following circumstances:

- i. Where the member of staff has been employed at the School for two or more years at the time at which the application for admission to the School is made, and/or
- ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

d) Proximity

- i 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 Local Authority's computerised measuring system. This identifies the unique national grid reference (Easting and Northing) for the property. Those living closer to the School receive the higher priority.

Where applicants measure the same, the system will go to further decimal places to determine who is nearer. Where applications are received from flats that have the same "Easting and Northing", places will be allocated by door number; the lower the number the higher the priority.

- ii 'Home' is where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are not considered.
- iii Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. Change of parental responsibility, unless exceptional circumstances exist through a court order, will not be accepted during the coordinated admission process. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.

Any child not offered a place will be placed on the waiting list. Waiting lists for Year 7 will be maintained in the order of the published admissions criteria until 31st December 2026.

Where an application to the School is declined, parents/carers have the right to appeal to an independent appeal panel except when applying out of normal age group and a place has been offered in the child's correct year group.

3. Admission to Year 12

The School will make available sufficient places in Year 12 to allow the transfer of all Year 11 students who meet the published entry criteria for the courses they wish to study. The criteria are published on the School's website.

In addition, the School has a published admission number of **10** pupils.

This PAN applies only to those being admitted from outside of the School who meet the same published entry criteria for the courses they wish to study.

If fewer pupils intend to transfer from Year 11, the School will admit over the PAN.

In the event of over-subscription, places will be allocated in the following priority order:

- i Children looked after and formerly looked after young people who meet the published criteria (see definitions in admission criteria for Year 7).

- ii Students transferring from Year 11 at Year 2026 who meet the published criteria for the courses they wish to study.
- iii External applicants who meet the published criteria for the courses they wish to study.

Applications for the admission of external candidates to Year 12 will be processed by the Governing Body's Admission Committee.

4. In-year Year 7-11 Admissions

Parents wishing to apply for a place for their child to Year 7 after the first day of term in September or for admission to other year groups at any time should contact the London Borough of Bromley <https://www.bromley.gov.uk/schools-colleges/apply-move-schools>

In the event of over-subscription, the applicant will be placed on the waiting list in accordance with the over-subscription criteria outlined in 1.2 above.

5. Children of UK Armed Forces Personnel/Crown Servants

Applications for the admission of children of UK armed forces personnel with a confirmed posting, or Crown servants returning from overseas, will be accepted and processed before the family moves as long as the application is accompanied by an official letter giving a relocation date. The application will not be refused on the basis that the family do not yet have an address or live in the vicinity of the School.

When processing the application, the address at which the child will live will be used, as long as the child's parent provides some evidence of this intended address with their application. Alternatively, a Unit or quartering address will be used where the parent requests this.

This exception is necessary for the School to support the Government's commitment to removing disadvantage suffered by the children of UK armed forces personnel or Crown servant families.

6. Falsifying information

Falsifying information to gain advantage in obtaining a school place will lead to the withdrawal of the offer of a place.

7. Statutory Right of Appeal

The School will provide guidance for parents/carers on how the appeal process works and a named contact who will be able to answer any questions or queries. A timetable for appeals will be published by the date specified in the Appeals Code.

8. Fair Access Protocol

The School will participate in the LA's Fair Access Protocol and children placed at the School through the application of the Fair Access Protocol will be prioritised over those children on the in-year waiting list. This includes admitting children over the PAN.

9. Admission of children outside their normal age group

Parents have a right to seek a place for their child outside of their normal age group. This may be to a year group below or above the one they would normally be admitted to.

Parents do not, however, have an absolute right to decide that their child will be admitted outside their normal age group. Such requests must be considered by the Governing Body, who delegates this task to an Admission Committee, which will decide whether or not to agree the request in principle, or refuse the request.

Requests for admission outside normal age group are not applications for admission, which will need to be made separately in the usual way. Parents are urged to make their requests for admission outside of normal age group in a timely manner and, if possible, well before any admission application deadlines, so that they can make informed choices.

The Admission Committee will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The School does not operate a blanket policy in relation to requests for admission outside normal age group - each request will be determined on a case-by-case basis.

The Admissions Committee will consider applications outside of the child's normal age group on an individual basis taking into account any information about the 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 out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the Headteacher of the School. This is not an exhaustive list, and there may be other factors put forward by the parents which the Admission Committee may take into account.

Parents wishing to apply for a place outside of the normal age group should contact the Governance Manager, Impact Multi Academy Trust via email at clerk@imat.uk for details of how to apply.