



The Shared Learning Trust

THE CHALK
HILLS ACADEMY

The Chalk Hills Academy

Admission Arrangements 2025-2026

Title: Admissions Policy 2025/2026
Reviewed by: The Board of Trustees
Approved:
Review date: Autumn 2025

Background to The Chalk Hills Academy

The Chalk Hills Academy is part of The Shared Learning Trust, which currently also comprises The Stockwood Park Academy, The Linden Academy, The Vale Academy and The Rushmere Park Academy.

The Chalk Hills Academy is a co-educational, mixed-ability secondary school for children aged 11-18, situated within Luton, located at its site on Leagrave High Street, Luton.

The agreed admission number is 300 for the Year 7 intake in 2025-2026.

Admissions to The Chalk Hills Academy for 2025-2025

Where numbers of applications for year 7, or other year groups, exceed the published admission numbers the following oversubscription **criterion** will apply in consecutive order:

Over subscription criteria

Criterion 1. 'Looked after children' or children who were 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 Trust to have been in state care outside of England and ceased to be in care 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, in England (section 22(1) of the Children Act 1989).

A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Criterion 2: Children of staff

- a) Where the member of staff has been employed **at the school** for two or more years at the time at which the application is made and/or:
- b) The member of staff is recruited to fill a vacant post **at the school** for which there is a demonstrable skill shortage.

Points a) and b) refer to the individual school and not schools within a Trust.

Criterion 3: Children who have siblings currently at The Chalk Hills Academy

To obtain a place under the sibling rule, the older sibling must still attend the school at the time the younger child joins the school. Sibling connections for year 12 will not apply unless the pupil has an unconditional offer of a place or is attending the Sixth Form and will still be at the time of admission. *Siblings are defined as meaning two or more children who have at least one parent in common and/or who reside at the same house.*

Criterion 4: Children who live in the Catchment Area.

The Chalk Hills Academy will draw its students from the Academy's catchment area. Details of these catchments are published on the Local Authority and Shared Learning Trust websites.

Criterion 5: Children who attend the Trust's feeder primary schools.

Applicants who have been on the admission roll at the close of the previous year of either of the designated feeder primary schools.

The following named schools are regarded as feeder schools to The Chalk Hills Academy for the year 2025-2026.

- a. The Linden Academy
- b. The Vale Academy

Criterion 6: Shortest Distance

Children who live closest to the academy measured in a straight line from the main front entrance of the academy and the pupil's home address.

In any situation where the application of the above (admission) rules results in a situation where there are more children with an equal right to admission to the academy than the number of available places, a distance tie-break will be used, giving priority for admission to the child living closest to the school. The tie break will be the distance from the school, measured in a straight line, using an approved computerised mapping system. Those living closer to the academy will be accorded the higher priority. The home address will be measured from a point at the address identified in the Local Land and Property Gazetteer to the school gate on Legrave High Street. Priority is not given within each criterion to children who meet other criteria.

Notes on the Admissions Arrangements:**Application Form**

For admissions in 2025-2026 during the normal admission round, applications can be made using the online application or a paper application form provided by the Local Authority in which you live. This should be returned to your Local Authority.

Applications for normal admissions at year 7 for children living within the Central Bedfordshire area should be made to Central Bedfordshire Council.

Applications for normal admissions at year 7 for children living within the Luton area should be made to Luton Council.

Parents can express up to three preferences on the application form. The national closing date for the normal admission round for secondary school applications is 31st October 2024.

Late applications

Application forms received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances (i.e. if there is independent written evidence of exceptional medical, pastoral or compassionate grounds).

Where parents have submitted a transfer form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a "late" application and will not be considered in the initial allocation of places.

In Year Admissions

In-Year admissions are applications to enter a year group that has either already started at the academy or has expanded providing additional year group places. The Shared Learning Trust is responsible for co-ordinating all in-year applications for children wishing to access a Trust academy.

In year applications, which are outside the normal admission round which name The Chalk Hills Academy as a preference can be made on the form provided by the Local Authority and this should be forwarded direct to The Shared Learning Trust Admissions Dept, c/o The Vale Academy.

Proof of residence

Applicants may be required to provide proof of address/residence. The Chalk Hills Academy regards a pupil's home address as where she or he spends the majority of the school week (Monday to Friday including nights) with his or her parents or carer. The address of a childminder or family member who looks after the child before or after school cannot be used. The Governing Body reserves the right to seek verification from the Local Authority in which the home is situated.

In Year Fair Access Protocol

Priority may be given to the admission of challenging pupils in accordance with the In-Year Fair Access Protocol exercised by the Local Authority. Such placements take place outside the usual co-ordinated admission arrangements; this includes the admission of children above the planned admission number.

Admission numbers for 2025-2026 will be defined by year group as shown below:

Year Group	Planned admission number (PAN)
Year 7	300
	Admission Limits for years 8-11
Year 8	300
Year 9	300
Year 10	300
Year 11	300

Parents will be notified of the admission number for future years, with details published through the Local Authority and Trust websites.

Where fewer applications are received

The Chalk Hills Academy will consider all applications for places. Where fewer than the published admission number apply, the academy will offer places to all those who have applied.

The Chalk Hills Academy may refuse admission to particular applicants in cases where fewer than the published admission number have applied. The ability to refuse applications applies to applicants who have been permanently excluded from two or more other schools. The ability to refuse admission runs for a period of two years from the date of the last exclusion.

Exclusions, which took place before the child concerned reached compulsory school age, do not count for this purpose and this provision does not apply to:

- Children with Statements of Special Educational Needs (SSEN) or EHC Plans.

- Children who were reinstated following a permanent exclusion
- Children who would have been reinstated following a permanent exclusion had it been practicable to do so.

Twins

In the normal admission round The Chalk Hills Academy will admit over PAN to ensure twins/multiple birth children are not split if only one child is allocated an available place. If in such cases the PAN is exceeded, further admissions will be delayed until the roll returns to PAN.

Offer of places

For Year 7 applicants within the normal admissions round letters notifying applicants of the outcome of their application or transfer request, will be sent to parents living within Luton via email (if they have applied on-line) or via their child's junior or primary school. Children living outside Luton will receive their offer letters by post or via their home LA's on-line system (if they have applied on-line) in accordance with the Luton Council co-ordinated admissions arrangements on 1 March 2025.

For in year admissions for any year group, including Year 7, letters notifying applicants of the outcome of their application or transfer request, will be sent by the Academy.

False information

Where it is reasonably believed by The Chalk Hills Academy that an offer of a place has been made based on a fraudulent or intentionally misleading application, the offer of a place may be withdrawn.

Children with Statements of Special Educational Needs or EHC Plan

A statement of Special Educational Need (SSEN) is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for a named child. The Chalk Hills Academy will admit any child where it is named in the child's SSEN/EHC Plan as the school to meet the child's needs.

Admission of Children Outside of Their Normal Age Group

Parents seeking a place for their child outside of the chronological age group should submit their written case to the Trust. 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. Applications will be discussed with the headteacher(s) of the preferred school(s) and other relevant professionals. The Trust will make a decision on the basis of the circumstances of each case and parents will be informed of the reasons for the decision in writing.

Post 16 Admissions

The overall capacity for The Shared Learning Trust Sixth Form comprising year groups 12 and 13 across two sites has been agreed as 500.

The anticipated number of spaces available across the Trust for Year 12 is 250.

Admission to the Sixth Form, in the first instance, will be from the existing Year 11. Additional external pupils will be admitted until Year 12 meets its capacity.

Applications from existing Shared Learning Trust students for a place in the Sixth Form should be admitted to The Academy by no later than 31st January. Applications from existing Shared Learning Trust students are submitted electronically via the Academy's website.

Applications from external candidates for a place in the Sixth Form should be submitted to the Academy by no later than 31st January using the application form available from the Academy's website or to collect at Sixth Form Open Evening in the Autumn term.

Oversubscription criteria

After the admission of:

1. Any student with an EHCP which names the Academy and who meet the criteria below **and**
2. Looked after children and previously looked after children who meet the academic criteria set out below:

The following criteria will be applied in order when offering places:

1. Students in year 11 at The Shared Learning Trust Academies who meet the entry requirements stated below, **up to 75% of places on each course**; and
2. Students from other Academies, Schools or Colleges who meet the entry requirements stated below.

Academic entry requirements for The Shared Learning Trust Academy Sixth Form

All students who come to study with us will choose three full 2- year linear A levels/Applied General Qualifications (L3). With three level 3 courses on their timetables together with a Supplementary Enrichment programme, students need a very secure base at GCSE.

Basic academic entry requirement

Condition 1: to guarantee a place at The Shared Learning Trust Sixth Form, all students must hold a minimum of 5 GCSEs at grades 9-4, including a grade 4 in Maths and English (Language or Literature).

Condition 2: In addition, students must achieve the specific entry criteria in the subjects that they wish to study in order to guarantee a place on their chosen courses.

Appeal Procedure

Applicants who are unsuccessful in being offered a place at The Chalk Hills Academy will be notified of their right to appeal to an Admission Appeals Panel. Parents can lodge an appeal by contacting admissionsappeals@luton.gov.uk and setting out their grounds for appeal within 20 school days of receipt of the refusal letter.

Appeals in relation to applications will be heard within 40 school days of the appeal being lodged. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.

The Admission Appeal Panel will decide the following in relation to an appeal:

Whether The Chalk Hills Academy admission arrangements (including the area's co-ordinated admission arrangements) comply with the mandatory requirements of the School Admissions Code, the School Admission Appeals Code and relevant admissions law as amended from time to time and in force at the time of the appeal (including part 3 of the School Standards and Framework Act 1998);

- a. Whether the arrangements were correctly and impartially applied;
- b. Whether the admission of another student would prejudice the efficient education and use of resources within the academy.

The Appeals Panel is independent of The Chalk Hills Academy and will exercise its discretion, balancing the degree of prejudice to The Chalk Hills Academy against the appellant's case for the child being admitted, before arriving at a decision.

The Chalk Hills Academy may, if it considers it appropriate, enter into an agreement with the Local Authority or any other external organisation for it to recruit, train and appoint appeal panel members, and also arrange for the appeals panel process to be administered and clerked independently from The Chalk Hills Academy.

Full details of the Admission Appeals Panel procedure will be sent to parents with the decision letter.

Appeal Procedure for Sixth Form

The Sixth Form may not offer a place to an individual if:

- The applicant is not predicted to meet the minimum entry requirements of the subject/course for which they are applying.
- The Sixth Form has previously excluded the applicant or rejected a previous application.
- The Sixth Form cannot reasonably provide for the applicant within its duty of care to other students and staff.
- An applicant submits false or misleading information.
- The applicant fails to declare any criminal convictions or warnings.
- At any stage of the admission process, should an applicant be involved in a serious incident where their behaviour is a cause of concern to the Sixth Form; this may include supplying or using drugs or acts of violent or aggressive behaviour.

Declined applications:

- Any applicant who is not offered a place or refused a place on the programme applied for can appeal in line with the Admission Policy to the Trust's Executive Principal.
- Appeals must be made in writing within 10 days of receiving formal notification that the application has been declined.
- A final decision will be made within 10 days of receiving the appeal.

Contact us

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