

Determined Admissions Arrangements 2026/2027

Normal Age of Entry – September 2026

Document Control and Version Control

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1. Our Mission, Vision and Values



Mission

'Excellence every day,
unlimited ambition and
transforming lives'



Vision

'To create a community of inclusive schools where
people choose to learn with us, work with us
and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

2. Aims

Our admissions policies aim to:

- Explain how to apply for a place at any of the schools in our Trust
- Set out the arrangements at each school for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

3. Legislation and statutory requirements

Invictus Education Trust admissions policies are based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

All schools within the Trust are required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

As an academy trust, our schools are required by our funding agreements to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. Our policies also comply with our funding agreements and articles of association.

Children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

4. Definitions

Normal admissions round: The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children: Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children: Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Compulsory school age: A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Siblings: A sibling is defined as a brother/sister, half-brother/sister (where the children share one common parent), step-brother/step-sister living at the same address and adopted or fostered children living at the same home address.

Home address: The home address is considered to be the child's (along with their parent(s)) genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living.

If a child is resident with friends or relatives (for reasons other than guardianship), the friend or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.

5. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of three state-funded schools, in rank order.

If applicants are required to fill in a supplementary information form for any of our schools, this will be specified. Supplementary information forms can be found within this policy.

You will receive an offer for a school place directly from your local authority.

6. Allocation of places

Within the admissions arrangements for each of our schools the following information is specified:

- Admission number
- Entry requirements for selective places or banding, where applicable
- Oversubscription criteria
- Tie break
- Waiting lists
- Children below compulsory school age, where applicable

7. Late applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

8. Requests for admission outside of the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

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. 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.

9. Appeals

If your child's application for a place is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. The letter you will receive will advise how to appeal against the decision.

Further information on how to appeal and the appeals timetable will be published by 28 February 2026 on each school website.

10. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose Education, Health and Care Plan (EHCP) plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions are coordinated by Dudley Local Authority.

11. Repeat applications

It is not the Trust's policy to consider repeat applications in the same academic year unless

there have been significant and material changes in the circumstances of the applicant.

12. Challenging behaviour

We will not refuse to admit a child to any of our schools 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.

13. Fair Access Protocol

Each school within the Trust participates in the relevant local authority Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

14. Monitoring arrangements

This policy will be reviewed and approved by the Trust Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number or to give effect to a mandatory change), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

15. Rufford Primary School Admissions Arrangements

Bredon Avenue, Stourbridge, DY9 7NR Local Authority: [Dudley MBC](#)

Admission number

The published admission number (PAN) for Reception at School is 30.

Entry requirements for selective places or banding

Rufford Primary School does not use a selective policy based on aptitude or academic achievement.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception.

Oversubscription criteria

The following criteria will be used to allocate Reception places at Rufford Primary School when oversubscribed, i.e. we receive more applications than spaces available:

- a) **First priority** for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order;
- b) **Second priority** for admission shall be given to children with a "serious and ongoing medical condition" where Rufford Primary School is the most appropriate school to meet the condition;

- c) **Third priority** for admission shall be given to children who have a sibling who will still be attending Rufford Primary School in September 2025;
- d) **Fourth priority** for admission shall be given to children of any member of staff 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 at the school for which there is a demonstrable skill shortage.

This priority will be applied to all members of staff of Rufford Primary School, employed by Invictus Education Trust on a permanent contract of employment.

Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of Rufford Primary School.

In accordance with legislation, a child with an Education, Health and Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs. This may reduce the number of places available for children who do not have an EHCP.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The school will exceed the admission number to prevent separation of twins/triplets.

Tie break

Random allocation will be used as a tie break, to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Children below compulsory school age

Parents have the right to retain a place offered and request that their child be admitted to Reception Class later during the 2026/2027 academic year or until the term after the child reaches compulsory school age, if they so wish. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Waiting lists

If a school is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the published admissions criteria and the list will operate from the point of allocation until the 31 August 2027. After this point the waiting list will no longer be in operation and places that become available will be allocated on a first come first served basis. If more than one application is received at the same time, the oversubscription criteria will be used to determine which applicant will have the place.

Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list, depending on other children's' applications.

Places that become available between the point of allocation and 31 August 2027 will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

16. Appendices

Supplementary form: September 2026 entry – Admission priority for children of staff

Applicants who wish to be considered for priority under the criterion of children of any member of staff at an Invictus Education Trust school must complete this form. This must be done at the same time as you make your application to your home local authority.

- If the application is for Year 7 in September this supplementary form must be submitted by 30th September 2025.
- If the application is for Reception in September this supplementary form must be submitted by 6 January 2026.

If the application is for in-year admission at any other time, this supplementary form must be submitted at the same time as submitting the application

Name of school for which you are applying for admission priority:	
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Childs details:

Surname:	
Forename:	
Date of Birth:	

Parent/Carer details:

Surname:	
Forename:	
Name of school where employed:	
Date employment commenced:	
Home address:	
Postcode:	
Contact telephone number:	
Email:	

Declaration:

I am a permanent member of staff of the school for which I am applying for admission priority in accordance with the Invictus Education Trust admission arrangements.

Please select as appropriate:

CIRCUMSTANCES	☐
I have been employed at the school for two or more years at the time at which the application for admission to the school is made	
I have been recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.	

Signature of parent/carers: _____ **Date:** _____

Once completed, this form must be returned to: governance@invictus.education or by post to Invictus

Admissions Arrangements 2026/2027

Education Trust Headquarters, Kinver High School, Enville Road. Kinver, West Midlands, DY7 6AA