Paddington Academy
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Part of United Learning

PADDINGTON ACADEMY

Admissions Policy

2026-27

Date of last review	October 2026	Review period	1 year
Date of next review	October 2027	Owner	DRI
Type of policy	Statutory	Approval	Catherine Baker, Chair of LGB
SLT member in charge	DRI		

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Introduction

Paddington Academy is an inclusive school and welcomes children from the local community. It is part of United Learning.

United Learning is the Admissions Authority for Paddington Academy. Responsibility for admissions has been delegated to the Local Governing Body.

The Academy welcomes applications from families of all faiths and none. Admissions arrangements are designed to be fair, clear and objective and comply with the School Admissions Code, the School Admission Appeals Code and relevant legislation. Children are admitted without reference to ability or aptitude.

The published admission number for Year 7 is 180. The Published Admission Number for Year 12 is 160 but for external candidates, it is 5. This is a minimum number applicable to external candidates, so the actual number of external admissions may be higher depending on how many Year 11 pupils at the Academy move into Year 12 in a given year.

Process for Application

The Governors of the Academy are delegated responsibility by the Trust for the admission of pupils. For entry into Year 7, the admissions application and offer process will be coordinated via Westminster Local Authority, Pan London Coordinated Admissions Scheme and its timetable.

Applications should be submitted on the Common Application Form to the home borough / local authority (that is, the local authority responsible for the child's address).

Admission Arrangements to the Sixth Form are set out separately in this policy.

The admission of children with an Education, Health and Care Plan (EHCP) is conducted through a separate statutory process. Decisions regarding placement are made by the Local Authority following consultation with the Academy and consideration of whether the Academy is able to meet the child's identified special educational needs. Where Paddington Academy is named in a child's EHCP, the child will be admitted. Such admissions are not subject to the oversubscription criteria set out in this policy.

Consideration of Applications for entry into Year 7

There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome. All students are admitted without reference to ability or aptitude.

The Academy will consider all applications for places. Where fewer than 180 places are received, the Academy will offer places to all those who have applied.

Procedures where the Academy is oversubscribed

Where the number of applications for admission is greater than the published admission number, applications will be considered as follows. After the admission of pupils with Education, Health and Care Plans (EHCP) where

Paddington Academy is named on the EHCP, the criteria will be applied in the order in which they are set out below:

1. Children who are "Looked after" by a Local Authority, or a child who was previously looked after but immediately following being looked after were subject to an adoption or residency order, including those from outside of England (see notes A and B).
2. Children who have medical needs, social needs and special needs which are not covered by an EHCP but mean admission to Paddington Academy is necessary. In such circumstances, the application must be supported by written specific professional advice, e.g., from a doctor or specialist, not a primary school alone. The decision as to whether the academy is uniquely placed to meet the stated need of the applicant will be determined by a panel. The panel will give special consideration to children with a visual impairment (note C).
3. Children with an older brother or sister currently attending Paddington Academy in one of Years 7 to 12 and who will continue to do so in one of Years 8 to 13 on the point of admission into the Academy.

   See below for explanation of the term brother / sister (note D).
4. Children of staff subject to either or both of the following circumstances:
   a. where the member of staff has been continuously 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
   b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Children who attend Wilberforce Primary School and are in Year 6 at the time of the admission application deadline (See Note E).

6. Distance from the applicant's home address to the Academy (see notes F and G). The distance is measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for students. The applicants will be ranked nearest to furthest (see note H).

The Academy will apply the above criteria to applicant's subject to the following exceptions:

- Where an applicant is seeking admission for September in the normal admission round, applications received before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstances a late application may be considered as received on time. Exceptional circumstances could be illness involving hospitalisation or a bereavement.

- 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.

Admission Criteria – Notes

a) A "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 in order 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.

b) 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 in order 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.

c) The significant specific need which parents may ask to be taken into account must: relate directly to the student; be significant to the extent that it will or is likely to have an impact on the ability of the student to access the provision of education. Parent(s) wishing to make application on the basis of this criterion must demonstrate that the Academy is specifically suited to meet the need described in the application and that no other school can meet this need. Applications made on the basis of this criterion must be accompanied by a report or letter from a relevant and appropriately qualified professional person. Such a person may be a doctor, social worker or educational psychologist. The Academy reserves the right to seek and take into account a second opinion from a suitably qualified professional person, such opinion to be gained at the expense of the Academy. Parent(s) are advised that they should provide full information with their application to enable it to be properly considered. It may not be possible for the Academy to consider late information.

d) Brothers or sisters are defined as full or half-brother/sister, adoptive brother/sister, fostered brother/sister, and the children of parents who are married or cohabiting, where the parents and children live together in the same household. For the purpose of clarity, it does not include cousins. The Academy reserves the right to ask for proof of relationship.

e) Wilberforce Primary School is part of the Trust, and the two schools are working collaboratively towards an all-through curriculum across the academies.

f) The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Academy Trust what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child 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.

g) Applications from Separated Parents/Carers Only: One application can be considered for each child. Where parents/carers are separated, it is essential that agreement be reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. The address used should be the one of the parent/guardian who receives the Child Benefit Allowance for the child. If Child Benefit is not claimed, the address should be that at which the child spends most of their time during term time at the point of application.

h) In the case of over subscription against criteria 1 - 6, priority will be given within category to children who live closest to the Academy as measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for pupils, as measured by Westminster Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation. Details of this process are outlined below under 'Final tie-break allocation process.'

i) Applications from families of UK Service Personnel and Crown Servants will be processed in accordance with the School Admissions Code. Where an application is accompanied by an official letter declaring a relocation date and intended address, the Academy will process the application using the intended address, even where the family has not yet moved into the area. Where requested, a unit or quartering address may be accepted as the home address for the purposes of the application.

j) The Academy will not refuse admission on the grounds of nationality, ethnic origin or immigration status. The Academy will not request passports, visas or other immigration documentation as part of the admissions process except where otherwise required by law unless in the case of a genuine safeguarding concern.

Waiting Lists

The Academy operates a waiting list for all year groups where there are more applicants than available places.

The waiting list will be maintained at least until 31 December of the admission year.

Children on the waiting list will be ranked in accordance with the Academy's published oversubscription criteria. The list will be re-ranked each time a child is added or removed. A child's position on the waiting list may therefore move up or down.

The waiting list does not give priority to pupils based on the date their application was received or the length of time they have been waiting.

Any places that become available will be allocated in accordance with the oversubscription criteria. Looked After Children, Previously Looked After Children and children allocated places through the Fair Access Protocol will take priority over other applicants on the waiting list.

Final Tie-Break Allocation Process

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. The process will be electronically administered through the Trust's IT system in use at this time and ratified by the governing body.

National Offer Day

On National Offer Day (normally the 1st of March) your home borough / local authority will inform you of the outcome of your application and which school you have been allocated. Paddington Academy will also send out offer letters /emails with a deadline for accepting or declining a place. All children offered a place will be invited to an interview at the school and will need to attend this to accept an offer of a place.

In-Year Admissions

Applications for places outside the normal admissions round are known as in-year admissions. Parents may apply for a place at Paddington Academy at any time during the academic year. Applications should be submitted through Westminster Local Authority using the published in-year admissions process.

The Academy will consider every application and will notify parents of the outcome within 20 school days. Where places are available within the relevant year group, applicants will normally be offered a place unless there are lawful grounds for refusal under the School Admissions Code.

Where there are more applicants than available places, the oversubscription criteria detailed in this policy will be applied. Parents whose applications are unsuccessful will be informed in writing of the reason for refusal and will be provided with details of their right of appeal.

The Academy will not refuse to consider an application and will not require applicants to join a waiting list without first processing a formal application.

Admissions: outside of the normal age-range

Parents may request that their child is educated outside their normal age group.

Each request will be considered individually and on its own merits, taking account of the child's circumstances and what is considered to be in the child's best interests.

In reaching a decision the Academy will consider:

- The views of the parents.
- Information relating to the child's academic, social and emotional development.
- Medical evidence and the views of medical professionals where relevant.
- Whether the child has previously been educated outside their normal age group.

- Whether the child would naturally have fallen into a lower age group had they not been born prematurely.

- The views of the Principal.

When informing parents of the decision, the Academy will set out clearly the reasons for that decision.

No blanket policy will be applied and every request will be considered on a case-by-case basis.

Parents have a statutory right to appeal against the refusal of a school place but do not have a right of appeal against a decision regarding the year group in which a child is placed.

Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group as part of the main admissions round (Year 7 or Year 12) the local authority and Academy will process the application as though it were any other application made as part of the main admissions round, and the same oversubscription criteria shall apply. Where the application falls outside the main admission round, then the in-year admission process shall apply.

Rights of Appeal

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the Academy. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admissions Appeals Code (the "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.

Parents/carers can obtain appeal forms and details of the appeals process via the Westminster Local Authority School Admissions Appeal page here.

If parents/carers 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, and parents/carers will have the opportunity 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.

Withdrawal of Offers

An offer of a place may only be withdrawn in the following circumstances:

- The offer was made in error.
- A parent fails to respond to the offer within a reasonable period and after a further opportunity has been provided.
- The offer was obtained through a fraudulent or intentionally misleading application.

Where a place has already been accepted and the child has started attending the Academy, the place will not normally be withdrawn except where it was obtained through fraud.

Fair Access Protocol

Paddington Academy participates fully in Westminster Local Authority's Fair Access Protocol.

The purpose of the Protocol is to ensure that vulnerable and hard-to-place children are admitted to school as quickly as possible.

The Academy will admit pupils allocated through the Fair Access Protocol even where this may result in the admission of a pupil above the Published Admission Number.

Placements made through the Fair Access Protocol take precedence over the Academy's waiting list and normal admissions arrangements.

Sixth Form Admissions Policy 2026-27

The Sixth Form capacity at the Academy is 300. Year 12 has a capacity of 160 places.

The Published Admission Number (for external candidates) for Year 12 is 5. This is a minimum number applicable to external candidates, so the actual number of external admissions may be higher depending on how many Year 11 pupils at the Academy move into Year 12. Where an external candidate has an EHCP which names the Academy then that applicant will be admitted and the number of available places for external applicants will reduce accordingly.

To be eligible for admission to the Sixth Form the Academy has specific academic criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades. The student must attain the specific academic requirements for entry both for the programme of study and for the specific courses they wish to study. Full descriptions of the available subjects and courses, together with their relevant entry details, are available in the school's website here.

The entry criteria are the same for internal and external applicants. Please note that being offered a place in the Sixth Form is not a guarantee of a specific course of study.

Process for Application

To apply for the place in the Sixth Form, the applicant will need to complete the application form and provide a personal statement. Information on applying to the Sixth Form can be found on the school website here. All applicants will be required to attend an interview at the school prior to places bring offered.

Entry to Year 13

External applications to join Year 13 will only be considered in exceptional circumstances.

Oversubscription Criteria

If there are more than 5 external applicants for Year 12 (or the maximum number of spaces available for external applicants if more than 5 can be accommodated due to internal student numbers), the oversubscription criteria set out on pages 1-2 (excluding condition 5) will be applied to external applicants.

Right of Appeal for Sixth Form

Admission arrangements are intended to work for the benefit of all parents and students, and to enable parental preference to be met to the maximum extent possible. To ensure fairness, the Governors' Admissions Committee will operate in the same way and follow the same procedures as relate to applications for entry into Years 7 to 11.

Students who are refused a place in Year 12 are entitled to appeal as follows:

- request a review with the Principal
- request a review of the Principal's decision by the Local Governing Body Independent Appeal Committee
- request an Independent School Appeal Appeals may be lodged by either the parent or the student.

Monitoring and Review

This policy has been prepared in accordance with the current School Admissions Code and School Admission Appeals Code.

The policy will be administered fairly, objectively and without discrimination.

Admissions decisions will be made in accordance with the determined admissions arrangements by the Local Governing Body, Admissions Committee or those acting under properly delegated authority.

The Local Governing Body will review the policy annually and ensure that it remains compliant with all relevant legislation and guidance.