



**The John Roan School**  
The best in everyone™  
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# **ADMISSIONS POLICY**

## **2026-27**

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Dated: Jan 25  
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For Review: Jan 26

# ADMISSIONS POLICY 2026-27

## **Aims of this policy:**

- To have clear procedures for the admission of students to The John Roan School
- To ensure that the experience of becoming a student at The John Roan School is a welcoming and pleasant one

The John Roan School is an ambitious school community that is committed to ensuring that all students at the academy receive a broad and deep education that prepares them fully for adult life. With the highest expectations for all our students, we want them all to be the best that they can be, and we provide them with the platform from which they can achieve this.

As part of United Learning, we can provide our students with access to a range of exceptional and inspiring experiences beyond that which would be possible as a stand-alone academy. United Learning schools seek to improve the life chances of all the children and young people it serves, and our mission is to bring out the best in everyone – students, staff, parents/carers and the wider community.

If your child is admitted to our academy, they will experience a diverse curriculum and an enrichment programme that stretches them academically and socially and which has character development at its heart.

## **Admissions Number**

The published admission number for Year 7 is 180.

The published admission number for Year 12 is 30 spaces available for external applicants.

## **Process for Application**

The Governors of the Academy are delegated responsibility by the Trust for the admission of students. For entry into Year 7, the admissions application and offer process will be co-ordinated by The Royal Borough of Greenwich for which further information can be found [here](#).

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 at the end of this policy.

The admission of students with an Educational Health Care Plan (EHCP) is conducted through a separate process. Parents of these students should contact their home local authority's SEND department.

## **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 students with Education Health Care Plans (EHCP) where The John Roan School 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 a chronic or acute medical or social care need, which are not covered by an EHCP but mean admission to The John Roan School is necessary (see evidence required below, notes a-c).

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. If you feel that there is a specific reason why your child should be offered a place at The John Roan School, please state this in your application. Where the need relates to another family member, that family member must live at the same address as the child.

You will need to provide the following evidence:

- a. Evidence of the medical condition or social care need e.g. professional medical diagnosis or statement
- b. Reasons why your child should attend our academy, stating the consequences for them or the family member if they have to attend a different school to ours
- c. Documentation from the relevant professional, which supports your application for naming our academy on these grounds

The John Roan School Admissions Committee meets in advance of academy offers being made and this committee makes a decision based on the individual merits of each case. Moderate learning difficulties, such as delayed speech and language or dyslexia, work commitments and childcare arrangements are not considered to be a medical or social care need and so will not be considered by the Panel.

3. Siblings: If you have an older child or children already attending the academy, you need to make this clear on your application. The John Roan School also accepts siblings to mean those attending our Sixth Form Provision. 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 academy for two or more years at the time at which the application for admission to the academy 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. Distance from home to academy which is measured as a straight line from the centre of the home address to the centre of the Westcombe Park site. In the event that two or more applicants have equal right to a place under any of the criteria, priority will be given to those who live nearest to the academy (see note E). Royal Borough of Greenwich can provide distance measurements from the centre of the home address to the centre of the academy site.

**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 at the Academy Trust’s discretion. Exceptional circumstances could be illness involving hospitalisation or bereavement.

- If you submit your application form late, you must state the reason or reasons, providing documentary evidence where possible. This will enable us to assess quickly whether your application may be deemed as late with good cause. Examples of what is considered to be 'good cause' include circumstances where:
  - a single parent or carer has been ill for some time
  - a single parent or carer has been dealing with the death of a close relative
  - a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property will be required).
- 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/carer(s) wishing to make an application on the basis of this criterion must demonstrate that the Academy is specifically suited to meet the needs 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 an opinion to be gained at the expense of the Academy. Parent/carer(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. 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.
- F. 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 would normally be the one of the parent/carer 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.
- G. In the case of over subscription against criteria 1 - 5, priority will be given within category to children who live closest to the Academy as measured by the distance between the centre of the applicant's house and the main entrance to the Westcombe Park site. 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 academy, priority will be decided by random allocation. Details of this process are outlined below under 'Final tie-break allocation process.'

### **Waiting Lists**

The Academy operates a formal waiting list for those who are unsuccessful in securing a place.

The waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with an Education Health Care Plan or one who is required to be admitted through an In-year Fair Access Protocol (see below), are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date. The governors will review the waiting list regularly and all parents / carers will be asked to reaffirm their intention to remain on the waiting list at the end of each academic year (they do not need to apply each year).

### **Final Tie-Break Allocation Process**

If two or more applicants have equal priority under any of the above criteria, 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 academy you have been allocated.

The Royal Borough of Greenwich will also send out Year 7 offer letters with a deadline for accepting or declining a place.

### **In-Year Admissions: Arrangements for Admitting Students outside of the normal admissions round**

In-year admissions are for students for whom an academy place is being sought outside of the usual admission round. These applications may be due to a variety of reasons, including but not limited to students who have newly arrived from abroad, students who have been rehoused, students placed in the care of the local authority, managed moves, exclusions, reintegration to mainstream school.

The John Roan School manages its in-year admissions applications. More information on the process can be found [here](#) and detailed below:

- All in-year applications should be made via the academy.
- The application platform can be found [here](#). For further information, contact the Admissions Team on [admissions@thejohnroanschool.org.uk](mailto:admissions@thejohnroanschool.org.uk).
- Following the receipt of an enquiry for a place, the Senior Admin Officer will send a request for information pro-forma to the previous school or other institution. Reports regarding past attendance, attitude or achievement or that of any other children in the family will not formulate part of the admissions arrangements.
- The completed admissions form will be reviewed by the designated member of SLT and cleared for processing.
- The Senior Admin Officer will notify the parents/carers of the outcome of their application within 15 school days of receipt of the application form and documentation.
- In the case of in-year admissions, if the year group is full then the student will be placed on the waiting list and be advised of their right to appeal.
- Again, in the case of in-year admissions, if the student has an existing place at another Greenwich school, The John Roan School will inform the current school that an application has been made. This allows the current school to review the parent's/carer's reasons for requesting a move and the opportunity to resolve any issues.
- If a parent/carer has been advised by the current school to apply elsewhere to avoid permanent exclusion, the application should be referred back to the school and the Social Inclusion Team at the borough.

### **Admissions: outside of the normal age-range**

Families may seek a place for their child outside of his/her normal age group under various circumstances such as for summer born children who started primary school later, ill health, if the child is gifted and talented or when the child has experienced problems.

Where a parent wishes to seek a place for their child outside their normal age group, they should contact the Academy whereupon the process will be explained. The Academy will make its decision on the basis of: (a) the circumstances of each case and in the best interests of the child concerned; (b) taking account of the parent's views; (c) information about the child's academic, social and emotional development; (d) the child's medical history and the views of a medical professional (where relevant); (e) whether the child has previously been educated out of their normal age group; and (f) whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Academy will also take into account the views of the Principal. When informing a parent of their decision on the year group the child should be admitted to, the Academy will set out clearly the reasons for their decision.

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.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the Academy, but it is not in their preferred age group

### **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 in accordance with the School Standards and Framework Act 1998 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 by emailing [admissions@thejohnroanschool.org.uk](mailto:admissions@thejohnroanschool.org.uk). The Appeals Code can be found [here](#).

### **Fair Access Protocol**

The Royal Borough of Greenwich operates a Fair Access system so that children with a history of challenging behaviour and vulnerable children are offered the most appropriate education placement as quickly as possible. Where a child is assigned to The John Roan School through the Fair Access system, this child takes priority over any children on our academy waiting list of those potentially awaiting an appeal.

### **Centre for Autism**

The John Roan School has a Centre for Autism provision which is a service provided by The Royal Borough of Greenwich for students with a diagnosis of autism. The Centre for Autism is for those students that The Royal Borough of Greenwich consider will be able to access 50% of the curriculum in line with their peers given the right level of support. Applications for the Centre for Autism are made via The Royal Borough of Greenwich SEN Department and considered by the Centre for Autism panel. The best route for support with an application is to consult the SENDCO in the child’s current school for advice. Any application for a place at the Centre for Autism will require the student to have a diagnosis of autism and supporting evidence to demonstrate that the student needs additional support.

We welcome visitors who are considering applying for a place. Please contact the academy to speak to Kate Ling our Head of Centre for Autism, by emailing [ashleigh.france@thejohnroanschool.org.uk](mailto:ashleigh.france@thejohnroanschool.org.uk) in the first instance.

## Sixth Form Admissions Policy 2026-27

The Sixth Form capacity at the Academy is 300.

Year 12 has a capacity of 150 places.

The Published Admission Number (for external candidates) for Year 12 is 30. 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 students 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 we require all applicants to our Sixth Form to have obtained the following minimum grades in order to be offered a place:

- A Levels - at least 5 GCSEs at grade 5 or above, including English and Mathematics
- BTECs - at least 5 GCSE's at grade 4 or above including English and Mathematics

The student must attain the specific academic requirements for entry both for the program of study and future specific courses they wish to study.

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, please complete the application form available [here](#). More information about the Sixth Form can be found [here](#).

### Oversubscription Criteria

If there are more than 30 external applicants for Year 12 (or the maximum number of spaces available for external applicants is more than 30), we may accommodate more external students due to reduced internal student application numbers, the oversubscription criteria set out below will be applied to external applicants. (For notes, please see pages 3-4):

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 and social needs which are not covered by an EHCP but mean admission to The John Roan School is necessary. In such circumstances, the application must be supported by written specific professional advice, e.g., from a doctor or specialist, not a secondary 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 who will have siblings in the Academy in years 7-11 at the time of admission (*see note D* for definition of siblings).
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 academy for two or more years at the time at which the application for admission to the academy 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. Distance from the applicant's home address to the Academy (*see notes E, F and G*).

### **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 Governor's Admissions Committee will operate in the same way and follow the same procedures as relate to the applications entry into Years 7 to 11.

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

1. Request a review with the Principal
2. Request a review of the Principal's decision by the LGB Independent Appeals Panel
3. Request an Independent School Appeal.

Appeals may be lodged by either the parent or the student.

### **Monitoring and Review**

This policy has been made in accordance with the most recent legislation. This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of the Governing Body.