



Admissions Policy 2026-27

Who is responsible	Head of School – IKB Academy
Statutory Policy	Yes
Review timescale	Annual
Created on	September 2024

For review by the Head of School, annually
Approved by SLT/LGC

Date of last review: September 2026

Date of next review: September 2027

Key:

The IKB Academy (“the School”)

LA – Local Authority Futura Learning Partnership– (“the trust”)

DfE - Department for Education

At the School, we want to give young people an opportunity to shine based on their abilities, passions and interests and by offering a unique combination of high quality qualifications, skills and experiences. Through an engaging Science, Technology and Engineering (STEM) curriculum we can deliver to students and parents an attractive and valuable alternative to the familiar secondary school provision.

The School is a pathway for young people to pursue their academic and professional areas of interest (in line with the curriculum as below) and be fully equipped for university, degree apprenticeships, higher apprenticeships and the world of work. The School curriculum has a focus on Science, Technology, Engineering and Mathematics (STEM) as well as employment and lifelong learning skills.

The School will have a highly academic pathway alongside ones incorporating aspects of vocational learning. The key objective is to offer a high quality curriculum which meets student and employer demands and equips all students with the skills which are greatly valued in the current and future employment arena. The curriculum offers progression routes through 14-19 and beyond.

The pathways drive a distinctive ethos for the school, ensuring that creativity, risk taking, teamwork, problem solving and a 'passion for learning' drive standards. Students' experiences will bridge academic and practical studies through curriculum planning and integration, innovative teaching methods, project based learning and industry standard work placement.

Our Admissions Policy reflects these aspirations.

The school will provide places for young people aged 14-19 and the admission arrangements for the year groups 10 and 12 are set out below.

The school is committed to straightforward, open, fair and transparent admissions arrangements. The school will act in accordance with the School Admissions Code, the Schools Admissions Appeals Code and admissions law as they apply to academies.

Published Admission Number (PAN)

The School has the following published admission numbers for the School for the year 2026-27 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

Published Pupil Admission Numbers at The IKB Academy 2024 onwards

	2024	2025	2026	2027	2028
Year 10	60	60	65	65	65
Year 11	60	60	60	65	65
Year 12	90	90	55	55	55
Year 13	90	90	90	55	55
Total	300	300	280	240	240

All year 11 students at the school will be entitled to progress to Post 16 provision if they meet the minimum entry requirements for the courses they apply for. After considering the number of pupils transferring from Year 11 to Year 12, the school will admit additional external pupils into Year 12 up to the stated admission numbers.

PROCEDURE FOR ADMITTING PUPILS TO THE IKB ACADEMY

Process of Application

Admission applications for places in Year 10 and Year 12 will be administered directly by the school. Year 10 application forms will be made available through the school and on the school website. The application form must be returned directly to the school or submitted online. Intentionally misleading or fraudulent information on the form could result in the place being withdrawn. We will operate in keeping with the Local Authority's Fair Access Protocol.

Applications for places at the school sixth form must be made directly to the school using the application form from the school's website or available on application to the school.

The timetable for applications will be as follows:

Year 10 – applications should be received by 31st October before the year of entry e.g. 30th October 2025 for entry into Year 10 in September 2026.

Late applications will be considered in a second round of allocations if spaces still exist or become available.

Year 12 – applications should be received by the school by 28th February in the year of entry e.g. 28th February 2023 for entry in September 2024

Late applications will be considered.

Consideration of Applications

The trust will consider all applications for places at the school. Where fewer than the published admission number(s) for the relevant year groups are received, the trust will offer places at the School to all those who have applied (subject to applicants meeting the entry requirements into Year 12).

The closing date for on-time applications into Year 10 is 31 October and offers will be made on or before 31 November. Any application received after 31 October up until 25 January (second round closing date) will be considered in a second round of allocations to take place on 17 February.

During the second round of allocations, if there are places available within the PAN, then a place will be offered to the applicant. If the PAN has been reached, and it is not possible to offer a place, then the parent/carer would be advised of the place refusal and has the right to appeal this decision or opt to go on the waiting list.

If the school reaches PAN at the first round of allocations, those not offered a place will have the option to appeal the decision or join the waiting list. If places then become available, applications received before 31st October will be prioritised over second round/late applications.

Oversubscription criteria, as set out below, would apply to both rounds of allocations.

Applications into Year 10 will be limited to a maximum combined total of 40 students from Wellsway School and SBL Academy. This limit has been placed to allow fairer access to students from schools outside the trust. This will be applied using the procedures below where applications exceed this number and only applied when the school is over-subscribed.

If there is an under subscription in the combined Wellsway School and SBL Academy category, then any places unfilled by those attending either of those schools will be transferred to the students from 'other' schools. Similarly, if there was an undersubscription in the 'other' school category then any places unfilled by those attending other schools will be transferred to the students from the Wellsway and SBL category.

Admission arrangements

All students with Education Health and Care Plans (EHCP), which name IKB Academy will be allocated a place and the number of available places will reduce accordingly.

Procedures where the school is over-subscribed for 14-16 provision

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. The criteria will be applied in the order in which they are set out below:

1. All looked after children and previously looked after children (who are children who were looked after, but ceased to be because they were adopted or became subject to a child arrangements orders or special guardianship orders including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.) irrespective of the school they presently attend.
2. Up to 6 places will be allocated to children who demonstrate an aptitude for Science, Technology, Engineering and Maths (STEM) subjects and who would gain most from the additional support offered under the scholarship scheme. Forms are available on the school's website or on application to the school. The closing date for applications is (3rd Friday of September or see school website). A process of selection will be held during the week beginning (2nd week October – see school website) and parents will be informed of the result before the closing date for applications (31st October). Details of the process are set out at the end of this Policy. Children who have not secured one of the 6 places available or who do not fall within paragraph 1, above will be considered according to paragraphs 3 and 4 below.
3. Children attending Wellsway School or Sir Bernard Lovell Academy
 - 3.1 Up to a maximum of 40 students into Year 10 from Wellsway School or Sir Bernard Lovell School.
 - 3.2 Where numbers from both schools combined exceed the limit, priority will be based on the criteria 4.1 to 4.3 below and where priority cannot be established within each criterion the process of random allocation will be used.
4. Children from schools other than Wellsway School or Sir Bernard Lovell Academy in the following order of priority:-

- 4.1 Siblings of children who are still attending the School in the academic year of admission – children are siblings if they are step siblings, adopted or foster brothers or sisters living in the same family unit at the time when the child is due to start in the school
- 4.2 Children residing within a 15 mile radius as attached in Appendix A will be allocated a place by a random allocation method. This allocation will be overseen by an independent appointee of the school and the trust. This means that applicants living close to the school do not have priority over other applicants within the catchment area. Random allocation means the school will not select children on the basis of their ability.
- 4.3 Children residing outside the designated area of responsibility with priority being given to those living nearest to the school as measured in a straight line from the applicant's home address to the front gates of the School.
5. Other applicants from Wellsway School or Sir Bernard Lovell Academy with priority based on the criteria 4.1 to 4.4 above and where priority cannot be established within each criterion the process of random allocation will be used.

Other considerations

If we are unable to distinguish between applicants in any of the above oversubscription criteria, then the child or children who will be offered the available place(s) will be randomly selected. This allocation will be overseen by an independent appointee of the School and the trust. The parents of unsuccessful applicants have a right of appeal to an independent admission appeals panel.

The Home Address

The home address used on the School's admission form must be the current one at the time of application, i.e. the family's main residence. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives' address will not be considered for allocation purposes.

If the address changes subsequently, the parents should notify the School. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings.

If there is any doubt about this, then the address at which the child is registered with their GP will be used. Parents may be asked to show evidence of the claim that is being made for the address.

Where there is dispute about the correct address to use, the trust reserves the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider.

For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

Late Applications

Applications received after the on-time applications closing date of 31st October will be considered as part of a second round of allocations, if spaces still exist or become available after the first round. Applications received after the second-round closing date of 25th January will only be considered if there are still places available. A late application will not affect the right of appeal or the right to be placed on the waiting list.

Following the admissions second round closing date, any late applicants will be allocated a place on a first come first served basis if the school has places available.

Post 16 admission criteria

The School has a specific criteria as below in relation to minimum academic entrance requirements for admission or transfer to Year 12 of the School. This will be published on the School website.

Both internal and external pupils wishing to enter Year 12 will be expected to have met the minimum academic entry requirements. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing an alternative courses for which they do meet the minimum requirements, if that course is provided by the school. When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

Pupils with statements of Special Educational Needs or EHC plans where IKB Academy is named on the EHCP will be offered a place.

When there are more external applicants that satisfy the academic entry requirements than the number of post-16 places available, the criteria will be applied in the order in which they are set out below:

1. Looked after Children and previously looked after children (who are children who were looked after, but ceased to be because they were adopted or became subject to child arrangements orders or special guardianship orders)
2. Children residing within a 15 mile radius as attached in Appendix A, will be allocated a place by a random allocation method. This allocation will be overseen by an independent appointee of the school and the trust. This means that applicants living close to the school do not have priority over other applicants within the area of responsibility. Random allocation means the school will not select children on the basis of their ability.
3. Children residing outside the designated area of responsibility with priority being given to those living nearest to the school as measured in a straight line from the applicant's home address to the front gates of the School.

Tie Break for Post -16 students

In the event of two or more applications that cannot otherwise be separated, then the child or children who will be offered the available place(s) will be randomly selected. This allocation will be overseen by an independent appointee of the trust and the school.

The closing date for Year 12 admissions will be GCSE exam results day. Applications received after this deadline will be considered if places are still available or if places subsequently become available at a later stage.

There will be a right of appeal to an Independent Appeals Panel for internal pupils (and their parents) refused transfer and external applicants (and their parents) refused admission. Unsuccessful applicants will be sent details of how the appeals procedure can be accessed with their letter of notification.

Operation of waiting lists

The school will operate a waiting list. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of December of the school year. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in 14-16 admission arrangements, or for Post-16 places as above. Where a place becomes vacant, it will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admitting pupils to other year groups, including replacing any pupils who have left the school.

The school will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down, shall be entitled to appeal.

Out of Age Group Applications

Places will normally be offered in the year group according to the child's date of birth but a parent may submit an application for a year group other than the child's chronological year group. The parent must contact the school in order that the application can be considered.

A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

We will also take into account the views of the Headteacher of school(s) concerned. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority.

Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.

Appeals

The school shall ensure that parents, and (for sixth form appeals) the children as well, will have the right of appeal to an independent Appeal Panel if they are dissatisfied with an admission decision. The Independent Appeal Panel will be independent of the school and trust. The arrangements for

appeals will comply with the School Standards and Framework Act 1998. The determination of the appeal panel is binding on all parties.

Notwithstanding any provision in this Agreement, the Secretary of State may:

- (a) Direct the School to admit a named pupil to the school on application from a local authority.
- (b) Direct the School to admit a named pupil to the school if the school has failed to act in accordance with this policy or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.

Details of how to appeal will be included in the letter advising that a place has been refused. The school shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process.

The school may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

STEM Scholarships

6 places will be offered to students with an aptitude for identified STEM subjects and who would gain most from the additional support offered under the scholarship scheme.

The Scholarship may be awarded for particular aptitude in STEM subjects.

Assessment for Scholarships will be based on the student having an instinctive appreciation, curiosity and/or passion for STEM subjects. This might be in the field of construction, engineering or design technology. Academic ability or projected GCSE grades in the STEM subjects will **not** form part of the assessment process.

Students who have a passion and aptitude in these subjects may wish to apply for a scholarship and must complete the application form through the school website.

Please note that the closing date for entries is 28th September 2025.

In Year Admissions

Requests for in year transfer school places are normally only considered approximately six weeks prior to a requested start date. If a place is being sought for a September admission to an existing year group. Applications can be made from June.

We welcome and recommend visits from parents and prospective students to see IKB at work before submitting an application. Please contact reception to arrange a visit or make a request for an in year transfer.

To apply for an in-year transfer please contact reception to request an application form.

Appendix A

15 mile radius

