ALDRIDGE EDUCATION

Admissions Policy Darwen Aldridge Enterprise Studio 2027-2028

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Volunteers	Students on placement	Trustees / LGC / Members	Visitors
		✓	
Agency Staff	Other	a	a
	✓		

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Trust Website	Academy / School Website	Aldridge Intranet	Student/Parent planners	On-request
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Version History (please note below if a policy has been replaced)					
Version	Reviewer	Revision Date	Nature of Change	Adopted/ Approved by	Approval Date
V1	TM/MG/MI	February 2023	New layout, updated with dates for 24/25. No change to criteria that would require consultation.	Chair of BOT	February 2023
V1		No revision	Board of Trustees Approval	Board of Trustees	March 2023
V1.1	BG	November 2023	Updates to all AE Admissions policies following feedback and review against Admissions Code and ready for consultation.	Board of Trustees	TBC
V2	BG	February 2024	Final amendments following consultation	Board of Trustees	February 2024
V3	BG	February 2024	Minor administrative changes as part of routine review and update	Board of Trustees	February 2025
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1. Introduction

Thank you for your interest in applying for a place at Darwen Aldridge Enterprise Studio. This policy is designed to provide clear guidance on the admission arrangements for a place at the school including information on timescales, deadlines and contact details for queries.

It also provides guidance on how applications are administered, the criteria used to prioritise applications (where necessary), waiting lists and the appeals process.

Darwen Aldridge Enterprise Studio is a non-selective studio school, which has a Published Admission Number (PAN) for Year 9 of 50 and a Published Admission Number (PAN) for Year 12 (External Places) of 20.

2. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements 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

This policy is based on the following statutory guidance and underlying legislation:

- School Admissions Code 2021
- School Admissions Appeals Code 2022.
- The school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.This policy complies with our funding agreement and articles of association.

4. Definitions

4.1 Looked After and previously Looked After children

Looked after children are children who, at the time of making an application to an 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 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.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

4.2 Normal round and In-Year Applications

There are two different routes for applications – 'normal round' and 'in-year round'; each round has a slightly different application process and timescales. Both application routes are detailed separately in this policy.

'Normal round' is relevant to all applications for a place in Year 9 and year 12 starting at the beginning of the Autumn term in September.

'In-Year round' is relevant to applications for all year groups other than those covered by the definition of 'normal round' above.

4.3 Admissions Authority

Aldridge Education is a Multi-Academy Trust and is the admissions authority for all schools in the Aldridge Education Trust, including Darwen Aldridge Enterprise Studio, Aldridge Education, in accordance with its funding agreement, is responsible for the admissions policy of each school. For Darwen Aldridge Enterprise Studio the relevant Local Authority is Blackburn with Darwen.

5. How to apply

5.1 Year 9 Application Process

For applications in the normal admissions round for Year 9 you should use the application form on the Darwen Aldridge Enterprise Studio website or contact the school to request a hard copy of the form.

https://www.daestudio.biz/Year-9-Application-Form/

The school publishes information about the arrangements for admission, including oversubscription criteria in February for the following September (e.g. in February 2026 for admission in September 2027)

If more applications are received than places available, they will be ranked according to the over-subscription criteria published in this policy (see section 7.3).

You will receive an offer for a place at the school directly from the school.

Applications may still be submitted for a place in September 2027 after 31st October 2026 but any applications made from 1st November 2026 to 31st August 2026 the following year will be considered a "late application". This means that it will be considered after all the applications that were submitted on-time are allocated a place – places in preferred option groups may already have been filled by on-time applicants.

5.2 Application timetable for Year 9

For the Academic Year 2027.

September/October: The school provides opportunities for prospective pupils and their parents/carer(s) to visit the school. For further information please contact the school directly, contact details are available at the end of this document.
31st October 2026: closing date for Year 9 applications. Deadline for the Application Form to be completed in accordance with the process above.

November 2026 - February 2027: The Admissions Authority processes all applications. If more applications are received than places available, they will be ranked according to the oversubscription criteria published in this policy (see section 7.3).

28 February 2027: Deadline for the school to publish its appeals timetable on their website.

1st March 2027: Offers made to parent/carer(s) by the Admissions Authority.

5.3 Sixth Form Application Process

a) **For internal applicants**: Current students at the school in Year 11 will need to complete an application form for a place in the Sixth Form. Students who submit an application form and meet the minimum academic requirement will be automatically offered a place. Applications are encouraged in the same timeframe as for external applicants to support allocation of course by preference.

b) **For external applicants**: Applications should be made directly to the school through a form on the website, see link below. A paper copy is available on request. Applications should be made by 31st December 2026.

https://d6.applicaa.com/year12

c) Young people may make their own application to the sixth form; the application can be made by the parent/carer(s) but does not have to be.

PLEASE NOTE: While every attempt will be made to offer pupils a place on their course of preference this will not always be possible and cannot be guaranteed. Specific courses may have additional entrance requirements and others will have a higher rate of preference. Details of all the courses available and any additional course requirements are provided in the Sixth Form prospectus, available through the school website.

https://www.darwen6.com/

If more applications are received than places available, they will be ranked according to the over-subscription criteria published in this policy 7.3.

External applications may still be submitted for a place in September 2027 after 31 December 2026 but any applications made between the day after the closing date and 31st August 2027 will be considered a "late application". This means that it will be considered after all the applications that were submitted on-time are allocated a place.

5.4 Application timetable for Year 12

Autumn Term: The school provides opportunities for prospective pupils and their parents/carer(s) to visit the sixth form and meet with sixth form staff.

31st December 2026: closing date for sixth form applications.

28th February 2027: Deadline for the school to publish its appeals timetable on their website.

1st March 2027: Offers made to parent/carer(s) by the school.

6. Requests for admission outside the normal age group

Parent/carer(s) are entitled to request a place for their child outside of their normal age group.

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group, will be considered. The admissions authority for the school will make the final decision. Parents can apply by contacting Mr Marcos Shaw, Darwen Aldridge Enterprise Studio via marcos.shaw@daestudi.biz or 01254 819 567.

Decisions on requests for admission outside the normal age group will be made based on 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:

- Parent/carer(s) 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 principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. All applications, whether received through the main admissions round or via in year admission will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 7.3. Applications will not be treated as a lower priority if parent/carers have made a request for a child to be admitted outside the normal age group.

Parent/carer(s) will always be informed of the reasons for any decision on the year group a child should be admitted to. Parent/carer(s) 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.

7. Allocation of places

7.1 Admission number

The school has a Published Admission Number of 50 pupils for entry in Year 9.

The school has an a Published Admission Number of 20 external pupils for entry in Year 12. This is the minimum number of external applicants the school guarantees to admit Candidates are advised to consult the information given on the school's website and in any prospectus.

7.2 Selection Criteria for Sixth Form only

The minimum academic entrance requirement to be eligible for a place in the sixth form is 5 GCSE's at Grade 4 and above.

The same requirements apply to both internal and external applicants.

Where more applications are received than there are places available the oversubscription criteria in section 7.3 applies.

Unsuccessful Applicants have the right to appeal the school's decision to an Independent Appeal Panel, see section 10 for further details on the appeals process. parents have a right of appeal re places in years 9-11, but parents and students each have a separate right of appeal re places in year 12-13 (sixth form).

PLEASE NOTE: While every attempt will be made to offer students a place on their course of preference this will not always be possible and cannot be guaranteed. Specific courses may have additional entrance requirements and others will have a higher rate of preference. Details of all the courses available and any additional course requirements are provided in the Sixth Form prospectus, available through the school website.

https://www.darwen6.com/

All applicants are required to advise the college of their GCSE results as soon as possible after they receive them. This will enable the college to confirm the final offer of a place by 31st August 2026.

7.3 Oversubscription criteria

All children whose education, health and care (EHCP) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

If the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in the order described below, until all places are filled.

1. Looked after children and all previously looked after children who apply for a place at the school.
2. For applications into year 12, Priority will next be given to those children who attend a feeder school. Feeder schools are those listed at section 7.6.
3. Children of staff at the school who have been recruited to a post where there is a demonstrable skill shortage. Priority will be limited to one place for each form of entry in any year group which means 2 for Darwen Aldridge Enterprise Studio
4. Priority will next be given to children who, at the time of admission have a sibling who attends the school. For this purpose, 'sibling' means a whole, half or step-sibling, the children of the parent/carer's partner , foster child or an adopted child, any of whom must be resident at the same address.
5. Priority will next be given to children of staff at the school where the member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made. Priority will be limited to one place for each form of entry in any year group which means 2 for Darwen Aldridge Enterprise Studio

6. Priority will next be given to those children who live closest to the school. Darwen Aldridge Enterprise Studio use Ordinance Survey Data to calculate **straight line distance** between the child's home and the main entrance to the school. Where a child resides in a block of flats, the distance will be measured to the main entrance of the building in which the flats are located. See section 7.5 regarding how the home address will be determined.

7.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application. Random allocation will not be applied to multiple birth siblings (twins, triplets etc) from the same family tied for the final place. Darwen Aldridge Enterprise Studio will admit them all and exceed the PAN in these exceptional circumstances.

7.5 Home Address

Where a child regularly lives at more than one address the Admissions Authority will have to reach a conclusion about which should be counted as the main address when allocating places, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen evidence may be required by providing court documents or other legally binding documentation such a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided the Admissions Authority will determine the address be used for allocating a school place. If agreement is not reached or a legal decision is not made before the closing date, this may affect the chances of your child being allocated a place at the preferred school(s).

7.6 Feeder Schools

Darwen Aldridge Sixth Form (D6) lessons are delivered from Darwen Aldridge Community Academy, Darwen Aldridge Enterprise Studio and Darwen Vale High School. Year 11 students at Darwen Aldridge Community Academy are entitled to transfer to year 12 if they apply and meet the minimum requirements. Students in year 11 of the other D6 schools will receive priority under the oversubscription criteria. For the purposes of clarity, feeder schools are:

- Darwen Aldridge Community Academy
- Darwen Vale High School

7.7 Challenging Behaviour

We will not refuse to admit a child 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 is not 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 and that the school already has a high proportion of students with challenging behaviour compared with other schools in this Local Authority's area. 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 naming the school.

7.8 Fair Access Protocol

We participate in Blackburn with Darwen's 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.

8. In-year admissions

Parent/carer(s) 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 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.

Blackburn with Darwen holds information on which schools in their area have spaces for each year group. Contact Blackburn with Darwen via the link below for further information:

https://www.blackburn.gov.uk/schools-and-education/school-admissions

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 the pupil at the top of the waiting list, which is ranked in accordance with the oversubscription criteria listed in section 7.3 of this policy. 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 should be sent to the following address:

https://www.daestudio.biz/Contact-Us/

Parent/carer(s) will be notified of the outcome of your in-year application in writing within 15 school days.

Darwen Aldridge Enterprise Studio will inform Blackburn with Darwen of any in-year applications received as well as the outcome so that they can track vacancies across the area.

9. Waiting List

Where the school has been oversubscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently occur in the school. A waiting list will be maintained until the end of the academic year after which it will be cleared. If you wish your child's name to remain on the waiting list for the next academic year, you must contact the school at the start of the new academic year to request that your child's name is place on the new waiting list.

The waiting list is maintained in the order of the oversubscription criteria only (not application date). This means that names can move down the list if, e.g., a new applicant qualifies in a higher placed category under the oversubscription criteria.

The waiting list will include the specialist subject option students on the waiting list want to be considered for.

If a place becomes available it will be allocated to the first child on the waiting list, in accordance with the oversubscription criteria. If that offer is declined the place will be offered to the next child on the waiting list.

Parent/carer(s) have the right to request their child is removed from the waiting list at any time. Once removed, the child cannot be reinstated on the waiting list without submitting a new application.

The waiting list process does not apply to children with an EHCP. As soon as the school is named in a child's EHCP, the school must admit that child.

Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

10. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address: info@daestudio.biz

You can find details of the school's appeals timetable on the following webpage:

https://www.daestudio.biz/Admissions/

The deadline for submitting an appeal will be at least 20 school days from the date of notification that an application was unsuccessful. This deadline applies to 'normal round' and 'in year' applications.

Appeal is submitted via a Microsoft form which is available by contacting the school office on 01254819567 and speaking to the admissions lead Mr Marcos Shaw. See section 12 for further details.

The decision of the Independent Appeal Panel is binding on all parties.

11. Monitoring arrangements

In accordance with the School Admissions Code 2021, the Board of Trustees is required to determine the admission arrangements for this school annually.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), Board of Trustees 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.

12. Further Information and Contact Details

For queries regarding this policy, admissions arrangements for the school and the waiting lists and appeals process, please contact:

Mr Marcos Shaw, Darwen Aldridge Enterprise Studio marcos.shaw@daestudio.biz or 01254 819 567

Further information and links to all relevant forms for admissions and appeals are available on the academy website via the link below.

https://www.daestudio.biz/Admissions/

Further information on Blackburn with Darwen Fair Access Protocol
https://www.blackburn.gov.uk/schools-and-education/school-admissions/apply-move-school/after-applying-move-school

The Department for Education website on school admissions – School admissions: Choosing schools - GOV.UK (www.gov.uk)

The Department for Education School Admissions Code 2021 - School admissions code - GOV.UK (www.gov.uk)

The Department for Education School Admissions Appeals Code 2022 - School Admission Appeals Code 2022 (publishing.service.gov.uk)