



Hadrian Learning Trust

Admissions Policy

February 2025

Next annual update February 2026

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Admissions Policy

For admissions to Queen Elizabeth High School and Hexham Middle School from September 2026

Hadrian Learning Trust is the admissions authority for Queen Elizabeth High School and Hexham Middle School. The Trust's admission arrangements reflect the requirements of the [School Admissions Code](#). The Trust's arrangements are co-ordinated within Northumberland County Council's co-ordinated admission scheme for all maintained schools and academies within the Northumberland area (except special schools and nursery schools). Details of Northumberland's approach can be found [here](#).

The Trust is obliged to admit all applicants to a particular school provided these do not exceed the relevant school's Published Admission Number. The Published Admission Number of each school for entry in the following academic year is published annually in September in Northumberland County Council's Admissions Handbook. The Published Admission Number for each relevant age group for Hadrian Learning Trust's schools is as follows:

- Hexham Middle School year 5: 150
- Queen Elizabeth High School year 9: 306
- Queen Elizabeth High School year 12: 15 external applicants

Hadrian Learning Trust sets academic entry criteria for the Sixth Form, which are the same for both internal and external places. Potential applicants should refer to the relevant Sixth Form brochure on the high school's website for details.

In accordance with the [School Admissions Code](#), **children with an Education Health and Care Plan (EHCP)** where the school is named in the EHCP will be given priority of admission.

Where there are more applications than places available the following oversubscription criteria will be applied, strictly in order of priority:

1. **Looked after children and all previously looked after children**, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A 'looked after child' is a child (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.

A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order.

Previously looked after children also include those who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.

2. Children **living within the catchment area** of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date. Catchment area maps for each school can be found on the Admissions page on each school's website. This also includes a list of postcodes in the catchment area for each school.
3. Children with an **exceptional social or medical reason** that means that they can only attend that specific school (for example, where the child or one or both parents has a disability that means that the child can only go to one school).
 - Strong supporting evidence must be provided from a professional body involved with the family or the child.
 - The professional must be independent of both the family and the school.

- The evidence must relate specifically to the school for which the application is being made and must demonstrate clearly why it is the only school that can meet the child's needs.

NB: No assumptions should be made that the submission of the relevant evidence will in itself be sufficient to allocate a place. Supporting evidence must be submitted at the time of application. A place will not be offered under this criterion if the applicant omits to send to the School Admissions Manager a written statement from a professional third party by 15 January of the year of admission.

4. Children who have a **sibling** who already attends the school and who is expected to be on roll at the school at the time of admission. For the purpose of admissions siblings are deemed to be brothers and sisters, step brothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.
5. **Children of staff** in either or both of the following circumstances: a) 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 b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. This will apply to teaching staff and support staff across Hadrian Learning Trust.
6. For middle school applications only, children **resident in the greater catchment area** of the high school. Evidence must be presented to confirm that the child will be living in the greater catchment area by the appropriate admission date. A map of the high school catchment can be found on the Admissions page on each school's website.
7. Requests on behalf of pupils which are based on the need to maintain **continuity of educational provision** within the feeder pattern of Northumberland's system of schools. Important: This criterion does not apply to those children who have entered a school in the final year before transfer. The feeder schools for each school are:

Hexham Middle School

- Acomb First
- Beaufront First
- Chollerton First
- Hexham First
- Humshaugh CE First
- The Sele First
- Whitley Chapel CE First

Queen Elizabeth High School

- Acomb First
- Beaufront First
- Broomhaugh CE First
- Chollerton First
- Corbridge CE First
- Hexham First
- Humshaugh CE First
- The Sele First
- Slaley First
- Whitley Chapel CE First
- Whittonstall First
- Corbridge Middle School
- Hexham Middle School

8. Children on whose behalf preferences are expressed on grounds **other** than those outlined above.

Other points:

- Parents may be asked to provide evidence of residency if the requested school is oversubscribed. In instances where it is demonstrated that a place at a preferred school has been obtained on the basis of a false statement of address, the Trust reserves the right to discount the clause covering attendance at a feeder school when considering an application for a place on transfer to the next stage of schooling.
- Where there are more applications than places available children from multiple births will be given priority within each of the above criteria. If a further tie break is necessary distance between home and the school will be used to prioritise applications (see below). Where the last place to be allocated would mean that a multiple birth sibling group, i.e. twins, triplets, or other multiple birth sibling groups would be split, the sibling will be accepted and admitted over the PAN. Otherwise, if only one final place can be offered, and two applicants live equidistant from the Academy, the LA's system of random allocation will apply as a tie-breaker.
- Should it prove necessary **to distinguish between pupils in any given category because places are limited, priority will be given to those who live nearest to the school, measured in a direct line ('as the crow flies') from the front door of the home to main gate of the school.** The distance checker is contained within Northumberland County Council's school admissions software and uses Geographic Information System (GIS) data to ensure consistency in measurement. If two applicants live equidistant from the Academy, the LA's system of random allocation will apply as a tie-breaker. The address used to determine the child's priority for admission will be the address of the parent with whom the child normally lives. It is not possible to use an alternative address such as the address of the grandparents or a child minder. In some cases, for example where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances the address on the child's NHS medical card will be used.
- Applications on behalf of children who are resident in other Local Authority areas will be considered in the same way as applications from Northumberland residents.
- Children with disabilities will be treated no less favourably than other applicants for admission. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage, and no child will be refused a place on the grounds of disability. A pupil has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.
- If a parent or carer wishes to apply for a place outside of the child's normal age group, requests should be made at the same time as the application to the following email address: schooladmissions@northumberland.gov.uk. The request should explain why parents wish for their child to be educated outside of their chronological age group and enclose any evidence that supports it. The Academy Trust Members, as the Admissions Authority, will review the case and make the decision as to whether the student could be educated outside of their chronological age group. Parents will be notified of the decision on the application, which will be based on the circumstances of the case, in writing once it has been made. This decision is separate from the decision on whether a place is granted.
- Once admission arrangements have been determined for a particular school year, they cannot be revised by the admission authority other than in circumstances allowed by Parliament as set out in the Code.
- In cases when an application for a place has been unsuccessful, the child's name will be placed on a waiting list for the school in question under the appropriate criteria. Under the Co-ordinated Scheme, the Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.
- Those parents whose application to a school has been unsuccessful will be notified of their right of appeal to an Independent Appeal Panel. The School Standards and Framework Act 1998, gives this right to all parents whose application for a school has been unsuccessful. The decision of an Appeal Panel is binding on both the Admission Authority and the school. The School Admissions Appeals Code can be found [here](#).

Date of original determination of this policy: 27 January 2022

Reviewed: February 2025