



POLICY: Admission Policy for 2026-2027

STATUTORY: Yes

DATE AGREED: November 2024

REVIEW DATE: November 2025

GOVERNOR COMMITTEE: FGB

SIGNED HEADTEACHER: J Holmes

SIGNED CHAIR OF GOVERNORS: R Whitehouse

Admission Policy for 2026-2027 onwards

John Masefield High School is a comprehensive school and students will be admitted without reference to ability and aptitude (although admittance to the Sixth Form is selective). The number of new student admissions for the year commencing September 2025 (our Pupil Admission Number or PAN) will be 150.

As an Academy, John Masefield High School has its own admissions policy, which should be read alongside Herefordshire County Council's published admissions scheme for secondary schools <https://www.herefordshire.gov.uk/schools-education/secondary-school-admissions>

Students are usually admitted to JMHS at the beginning of the school year following their 11th birthday. All applications for the new intake in Year 7 will be co-ordinated by the Local Authority, who will make offers of places on behalf of the Trustees of the school. The Local Authority will notify all parents/carers of the outcome of their application for a place at John Masefield High School.

Students with a Statement of Educational Needs, or an Educational, Health and Care Plan (EHCP) which names JMHS will normally be allocated a place, after which places will be offered in the order of priority set out below:

- 1. Looked after children and all previously looked after children** who have since been adopted, or became subject to a child arrangement order or a special guardianship order, including those children who appear (to JMHS) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2. Students living within the defined catchment area of JMHS.** In order to define the relevant catchment area, the home address of the student is defined as the only or main permanent residential address at the closing date for applications. Where the child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. A map of our catchment area is shown below. To find the catchment school for a postcode, please visit <http://herefordshire.gov.uk/schools-education/find-school>
- 3. Siblings of students attending the school.** In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. The sibling connection, as well as brother and sister includes half-siblings (that is children who share one birth parent), step-siblings and legally adopted children. They must also be living at the same home address.
- 4. Exceptional circumstances:** Students with exceptional medical, social or compassionate grounds for admission and whose parents can show that entry to JMHS is necessary for the wellbeing of their child. Parents are required to produce a medical certificate or other appropriate information, preferably from an independent source.

5. Students who live nearest the school by the shortest straight-line distance. Home to school distances are calculated using the Herefordshire Council routing software Routefinder Pro, for full details please see: [Find a school – Herefordshire Council](#)

6. Students eligible for pupil premium or service premium. Pupil Premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. The Service Premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of children of Armed Services personnel.

7. Children of staff. This applies to all staff directly employed by JMHS, where the member of staff has been employed at the school for two or more years at the time of the admission application being made and / or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

8. Children who are attending one of the feeder primary schools (Ashperton Primary School, Bosbury CE Primary School, Colwall CE Primary School, Cradley CE Primary School, Eastnor Parochial Primary School, Ledbury Primary School and Much Marcle CE Primary School).

9. Any other child.

Tie-breaker

In the case of two or more applications that cannot be separated by the over-subscription criteria outlined above, the school will use random allocation as a tie-breaker to decide between applicants.

Allocation of Places

Where fewer than 150 applications are received, JMHS will offer places to all those who have applied. We do, however, retain the right to refuse admission to applications who have been excluded from two or more other schools. The ability to refuse admission of the student runs for a period of two years from the date of the last exclusion.

In the event of over-subscription, a waiting list will be established and any subsequent available places will be offered following the eligibility criteria listed above.

Transferring to JMHS after the start of Year 7 (In Year Transfer Arrangements)

If a student wishes to join JMHS after the start of Year 7 or in Years 8 -11, their parents or carers should contact our Admissions Team who will arrange for them to meet the relevant Year Leader or Deputy Head, who will organise a tour of the school to help in reaching a decision. Applications will be ranked according to our eligibility criteria, and students in Years 10 or 11 are admitted on the understanding that GCSE option choices may be limited by availability. If a year group is full, then your child's name will be placed on a waiting list, which is prioritised in line with the school's oversubscription criteria.

The waiting list will be reviewed and revised:

- Each time a student is added to, or removed;
- When a student's changed circumstances will affect their priority;
- At the end of each school term.

At the end of each academic year, students still on the waiting list will need to confirm they still require a place.

Arrangements for Appeals

JMHS adheres to The School Admission Appeals Code (2022) and will ensure that an independent Appeals Panel is appointed in accordance with the provisions of the Code, should any parent wish to make an appeal. The determination of the Independent Appeals Panel is binding on all parties.

Fair Access

There is an agreed Fair Access protocol for students who have been deemed 'hard to place' or who are on roll at a school as part of a 'Managed move' procedure. John Masefield High School has agreed to this protocol.

Sixth Form Admissions

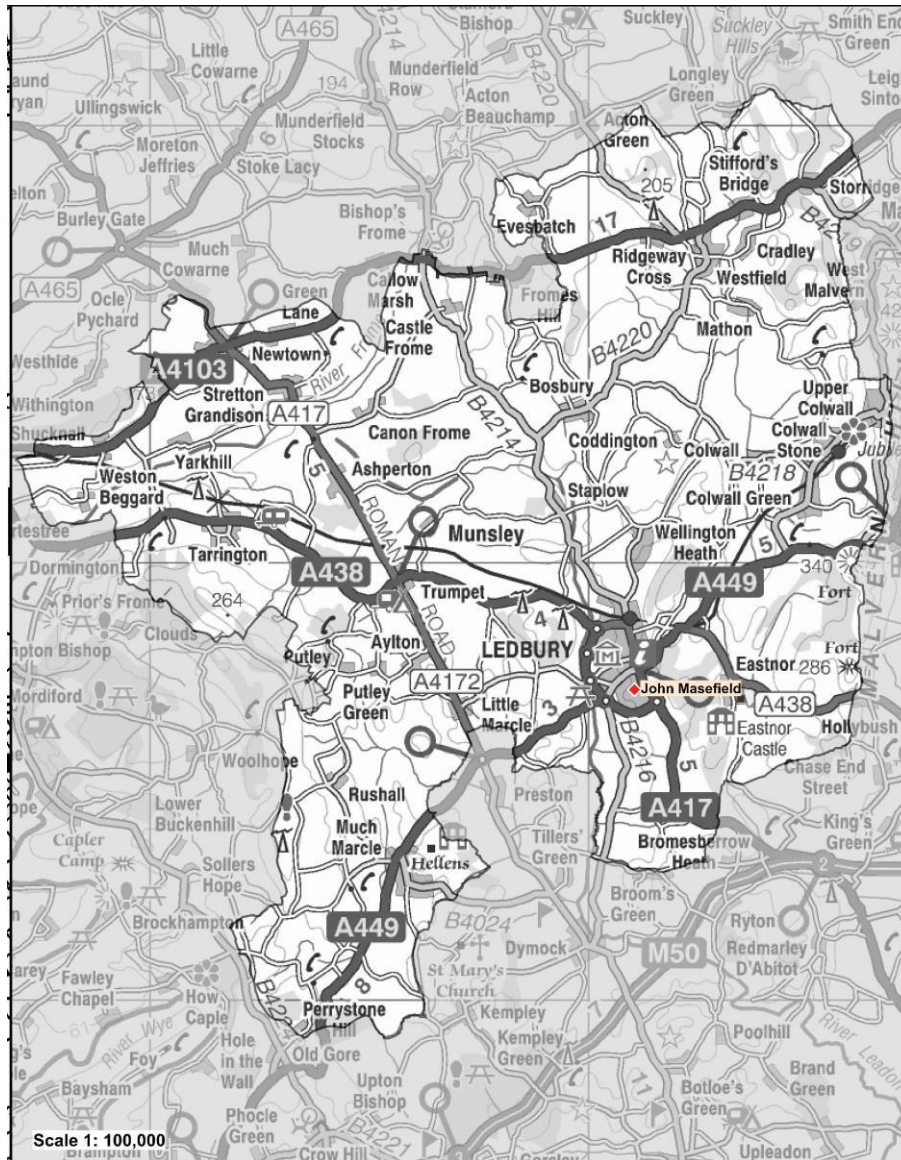
We also welcome students from other schools into our Sixth Form. Admission to the Sixth Form is by a formal recruitment process and attainment of at least 5 GCSEs at Grade 5-9, which would normally include English and Maths. Certain subjects will require you to have achieved at least a grade 6 or 7 in your GCSEs in order to study at A-level.

Students from other schools are welcome to apply and will follow the same recruitment process as students from JMHS. Educational references will be obtained before confirmation of a place.

Our Sixth Form PAN (published admissions number) is 180. In the event of over-subscription of students who meet the admissions criteria, the over-subscription criteria for Y7-Y11 will be used.

Prospective students are welcome to attend the Sixth Form at any time. Please contact our Head of Sixth Form on 01531 631012 x370 to arrange a mutually convenient time. The Sixth Form has its own webpage on the school website and all pertinent information can be found here, including the prospectus.

Catchment area of John Masefield High School



Version	Date	Done by	Comment	Approval
2.0	November 2024	Rebecca French	Waiting list process clarification	FGB
2.0	November 2024	Rebecca French	Home to school distance calculation in line with Herefordshire Council calculations	FGB