



Laurelhill Community College



Admissions Policy

2025 / 26

Date Ratified by Board of Governors 09/24

Reviewed 09/25

Reviewed 09/26

1.0 Introduction

Laurelhill Community College is an all ability college for pupils aged from 11 years old to 18 years old. This policy sets out the criteria for entry into years 8 – 12. There is a separate policy for admission to Years 13 and 14.

2.0 Admission Criteria to Year 8

2.1 The Board of Governors has established a Sub-Committee to administer the Admissions Policy. The Sub-Committee comprises two Governors of the College and the Principal.

2.2 During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on Tuesday 27 January 2026 at 12 noon (GMT) and an application submitted by the closing date of Thursday 19 February 2026 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon Thursday 19 February 2026 and up to 4pm on Tuesday 24 February 2026-will be treated as a late application.

2.3 It is emphasised that it is the responsibility of parents to ensure that the Transfer Application is fully completed on time. In addition, parents must ensure that all necessary, relevant information is fully recorded on the Transfer Application, or is attached to the Transfer Application. The information should clearly demonstrate how their child meets one or more of the Admissions Criteria 1-5.

2.4 The Board of Governors of Laurelhill has determined that the following criteria will be applied for admission to the College. In the event of the number of pupils applying for places in Year 8 in September being greater than the admissions number, the Admissions Criteria 1-5 will be applied in the order set out below:-

- 1 Children who have an older brother or sister ^{1,2} who previously or are presently enrolled at the College at the date of completion of the Transfer Application (must be indicated on Transfer Application);
- 2 Children who have a parent currently employed in the school;
- 3 Children whose home address to Laurelhill Community College is closest (using Google Maps, from home address to school);
- 4 Laurelhill is selected as a higher preference school on transfer application;
- 5 Children will be selected on admission on the basis of initial(s) of surname (as entered on Birth Certificate) in the order set out below:

K L N E F A W S Mc T H R O Z J I X D Y M B Q C P G U V

This order was determined by random selection.

2.5 In the event the surnames begin with the same initial letter, the subsequent letters of the surname will be used in order of the random selection above. For example, Clarke will be allocated a place before Campbell as 'R' appears before 'A' in the random letter selection.

2.6 Where there are two identical surnames, the random letter selection order of the initials of the first forename name (as entered on the birth certificate) will be used. For example, Linda Smith will be allocated a place before Amanda Smith as 'L' comes before 'A' in the random letter selection. In the event the forenames begin with the same initial letter, the subsequent letters of the forename will be used in order of the random selection above. For example, Jenny Smith will be allocated a place before Jane Smith as 'E' comes before 'A' in the random letter selection.

2.7 Where there are two identical forenames and surnames, the initials of the second forename (as entered on the birth certificate) will be used.

¹ Twins and other multiples who are the eldest in the family are treated as joint eldest children.

² Older brother or sister as defined by the Department of Education to include, for example, half siblings together with siblings who are adopted or fostered.

3.0 Duty to Verify

3.1 The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form/Transfer Form. The provision of false or incorrect information or the failure to provide information within the deadlines set by post primary schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant's Transfer Form.

4.0 Waiting List

4.1 If admission becomes possible after the placement letters are issued, the above criteria will be applied, in the first instance, to those applicants who have previously been refused a place in the College during the Transfer Procedure and then to those pupils who are on our waiting list on the day a place becomes available.

4.2 After 1st September 2026 parents should inform the school in writing that they wish their child's name to remain on the waiting list.

5.0 Criteria for Transfer Between Schools

5.1 Pupils will be considered for enrolment providing that their admission:

- would not cause the school to exceed its enrolment number as determined by the Department of Education; or
- would not prejudice, in the opinion of the Board of Governors, efficient use of resources.

5.2 If at the time of application there are more applicants than places available in a particular year group, then the admission criteria for year 8 will be applied in order to select pupils.

6.0 General Information

6.1 The Board of Governors reserve the right to require such supplementary evidence as it may determine to support or verify information on any applicant's Transfer Form.