Cover note for:

Excalibur Academies Trust

Secondary Admission Policy for 2026/2027

St John's Marlborough

Changes to the 2025/26 Secondary Admission policy for St John's Marlborough:

- Admission Timelines updated

This policy was determined on 07th February 2025.

Excalibur Academies Trust

Secondary Admission Policy 2026/2027

St John's Marlborough

Introduction

Excalibur Academies Trust ('Excalibur') is an all-through Multi-Academy Trust (MAT) that places high emphasis on developing a coherent and continuous learning journey from 2-19. This is achieved by Excalibur Secondary Academies working in close harmony with linked Excalibur Primary Academies.

Excalibur is the Admission Authority for all its Academies and applies strict Oversubscription Criteria to all applications reflecting this.

Excalibur, acting as the Admissions Authority for The Academy, participates in the Wiltshire Council ('the Local Authority') Local Authority Coordinated Admissions Scheme; all applications for normal entrance to The Academy (Year 7 for Secondary School) and all in-year admissions and transfers should be submitted via the Local Authority Coordinated Admissions scheme[1]; applications for Sixth Form should refer to the Sixth Form admissions policy.
This admissions policy applies to St John's Marlborough ('The Academy') for applications to Secondary School, details of which are given below:

St John's Marlborough

Age Group: 11-16
Address: St John's Marlborough, Granham Hill, Marlborough, Wiltshire SN8 4AX
Telephone: 01672 516156
Fax: 01672 516664
E-mail: enquiries@stjohns.excalibur.org.uk
Website: www.stjohns.excalibur.org.uk
Published Admission Number: 271

St John's Marlborough is a co-educational comprehensive Academy, which provides Secondary Education for children of the local community. The Academy also has a Sixth Form.

[1] Except for applicants outside Wiltshire, who need to apply through their local council.

Applications

Applications for Normal Entrance to an Academy

Children will start Secondary Education in the academic year (1st September to 31st August) in which they have their twelfth birthday (they will be eleven on 1st September in the year of entry).

There are NO automatic entries from a Primary School into Secondary, nor from Secondary into Sixth Form and there is NO automatic offer of a sibling place (a place for a brother or sister). Therefore, an application must be made for a school place for each child.

Applications (either online or paper) can be made from 1st September 2021 through the Local Authority www.wiltshire.gov.uk. The closing date for receipt of applications by the Local Authority is midnight on the National Deadline date confirmed in the Academy Application and Admission Timelines Section of this policy. Any application received after the national deadline will be treated as a late application.

The Admission Authority will determine and publish how many children it will admit into Year 7 in September – this is the PAN (Published Admission Number) for that Academy (confirmed on Page 2). Should the Admission Authority decide it can offer more than the PAN in any one year, information will be posted on the website of the Academy and the Local Authority will be informed. Parents/carers will be notified of the outcome of their application by the Local Authority, which will be posted on the national offer date confirmed in the Academy Application and Admission Timelines Section of this policy. Offers for a place at an Academy will need to be accepted within 2 weeks of posting of the notification letter.

Admission of children outside their normal age group

Parents of children who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Such applications will be considered on the basis of the circumstances of each case, taking into account the child's academic, social and emotional development. The right to appeal this decision does not apply if they are offered a place in another year group at the school. Requests for deferred or delayed applications for children with an Education, Health and Care Plan (EHCP) or who are in the process of obtaining one, will be considered by the Local Authority not the Admissions Authority. The decision of the LA will be binding.

Right of Appeal

If an application is not successful, the applicants have the right to appeal against the decision to an independent panel. Appeals should be made within 20 school days and addressed to the Appeals Clerk % the Trust's Admission Authority at Excalibur Academies Trust, St John's Marlborough, Granham Hill, Marlborough SN8 4AX or email to admissions@stjohns.excalibur.org.uk.

Waiting Lists

When an application has been unsuccessful, parents can request to have their child placed on the waiting list for the school by selecting this option on the Wiltshire Council electronic admission application system. Schools cannot automatically put a child on their waiting list without it being requested this way. Children on the waiting list are ranked in order with reference to the Oversubscription Criteria. The position on a list will be determined by applying the Oversubscription Criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the Oversubscription Criteria. Waiting lists for all year groups will close on the last day of the academic year in which entry has been applied for - at which time they will be cleared. Places that become available will not be offered to children who are not on the relevant waiting list. Offers will be made when a place becomes available. If your child is offered a place from a waiting list, then you must accept or decline the place within 10 working days of the date of the offer.

All applicants have the right to appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant. A fresh application can be made for a place for the next academic year group, but this will not be considered before 1st May (Term 5).

Other Applications (Years 7, 8 to 11)
Applications for a school place which are not for Normal Entrance into the Academy or which are Late Applications (applications which were submitted after the national deadline) are determined as follows:

a. **Immediate Admission** - applications for an immediate start, e.g. moving into the Catchment Area of the Academy by transferring from another school. The Application should in the first instance be made to the Local Authority who will pass the application to the Admission Authority. The application will be considered by the Admission Authority using the Oversubscription Criteria as specified in this Policy. The Local Authority will aim to notify the parents of the outcome of their application in writing within 10 school days and are legally required to do this within 15 school days.

b. **Future Admission** - applications for admission at a future date. The application should in the first instance be made to the Local Authority who will forward the application to the Admission Authority for consideration using the Oversubscription Criteria in this policy at the earliest date the application is eligible for consideration which is two terms (6 per year) in advance of the requested admission date. If an application is unsuccessful the child will be placed on the waiting list for the year group applied for using the Oversubscription Criteria in this policy.

If admission is refused, parents have the right to appeal as detailed above in the 'Application for Normal Admission to an Academy' section.

Oversubscription Criteria

The Criteria are listed below in the priority order applied to applications when there are more applications than available places.

Applications will be considered by category as listed below. Within each category, applications will be ranked according to the straight-line distance (distances supplied by the Local Authority will be used) from the Academy to the home address, using the Ordnance Survey eastings and northings to four decimal places. Priority in each category will be given to the shortest distance. In case of the distance being the same a Tie Breaker will be used (see below).
Children with an Education, Health and Care Plan (EHCP) - All children whose Education, Health Care Plan names a school must be admitted.

1. **Looked After Children** or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 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.

2. **Vulnerable Children**, Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school.

3. **Students attending a linked academy or living in the catchment area and attending a feeder primary school**. Priority will be given to siblings.

4. **Other students living in the catchment area.** Priority will be given to siblings.

5. **Children of Excalibur employees employed at the academy** on a permanent, minimum 40% Full Time Equivalent contract with the Trust for two or more years at the time at which the application for admission is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage[2].

6. **Out-of-Area applications attending a feeder primary school.** Priority will be given to siblings.

7. **All other applications.** Priority will be given to siblings.

Academy Application and Admission Timelines

- **31 October 2025** - National Secondary Deadline – applications must be received by the Local Authority by midnight. The Local Authority will issue a receipt for all applications received; if confirmation is not received; parents/carers must follow up with the Local Authority to ensure the Application has been received and will be processed.
- **2 March 2026** - National Secondary Offer date – the Council will post notification letters to the Applicants.
- **16 March 2026** - Offer Acceptance Deadline – the deadline for parents to accept the place offered. If they do not respond by this date it will be assumed that the place offered has been declined.
- **1 September 2026** - Normal Entrance Admission date – on or after.

Glossary and Definition of Terms

Adopted - This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

Catchment Area - The address which determines whether a child lives in the Catchment Area of the Academy, is the place where he or she is ordinarily resident at the deadline for applications and they are anticipated to continue to reside at upon admission.

The Catchment Area for the Academy broadly covers Wiltshire Council's Marlborough Community Area and is composed of the Civil Parishes forming the Catchment Areas of St John's Linked Excalibur Academies; the Civil Parishes which broadly cover the designated and any shared areas of the current and historic (but now closed) listed Feeder Schools and the catchment area of the previous Avebury School, absorbed by Broad Hinton Primary School remains part of the St John's Catchment Area.

- Aldbourne Civil Parish
- Avebury Civil Parish
- Baydon Civil Parish plus Russley Park, near Baydon which is neither in Baydon Civil nor Ecclesiastical Parish but the only access is via Baydon
- Berwick Bassett Civil Parish
- Burbage Civil Parish
- Buttermere Civil Parish
- Chilton Foliat Civil Parish
- Easton Royal Civil Parish
- Froxfield Civil Parish
- Fyfield Civil Parish

[2] Staff must complete the Staff Supplementary Form (SIF) which is held on the external EAT website under admissions

- Grafton Civil Parish, plus Wolfe Hall and Suddene Park Farm, in Burbage Civil Parish, which are part of the Ecclesiastical Parish of East Grafton, St Nicholas
- Great Bedwyn Civil Parish
- Ham Civil Parish
- Marlborough Civil Parish
- Mildenhall Civil Parish
- Milton Lilbourne Civil Parish
- Ogbourne St Andrew Civil Parish
- Ogbourne St George Civil Parish
- Preshute Civil Parish
- Ramsbury & Axford Civil Parish
- Savernake Civil Parish plus part of Burbage Civil Parish roughly north of the Avon to Kennet Canal including the village of Durley and The Warren which is in the Ecclesiastical Parish of St Katharine's
- Shalbourne Civil Parishes
- Tidcombe & Fosbury Civil Parish
- West Overton Civil Parish
- Winterbourne Monkton Civil Parish
- Wootton Rivers Civil Parish

A map showing St John's Catchment Area is available here: 2025-26-St-Johns-Priority-Map.pdf (excalibur.org.uk)

Final Year - The Final Year of a secondary school is year eleven.

Home Address - The home address given for the child should be the address where the child will be living at the time of the application deadline. If the address given is not the same as that of the applicant, please attach details of the child's residential arrangements to the application form. If you have shared custody of your child such that he or she has two addresses, the address given on the child benefit notification letter will be taken as the child's home address. Where schools are oversubscribed, you may be asked to provide proof that your family were living at the address given on the application form at the time of the deadline. The Local Authority reserves the right to check details held on the Council Tax database to confirm residency at an address.

Linked Academy - An Excalibur Academy may have one or more other Excalibur Academies that immediately precede it in terms of educational phases, these are to be regarded as its 'Linked Academies'. For example, a secondary Excalibur Academy may have linked primary and/or junior Excalibur Academies, or a secondary Excalibur Academy linked in relation to applications to KS5 (6th form). All Linked Excalibur Academies must be part of Excalibur Academies Trust and are listed below.

Primary Schools that join the Trust to become an Excalibur Academy within the Marlborough Hub after this policy has been determined but before the relevant Application Deadline are to be considered as Linked Excalibur Academies for the purposes of Admissions.

Looked After Children - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 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. A looked after child is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989).

Children with an Education, Health and Care Plan (EHCP) - All children whose Education, Health Care Plan names a school must be admitted.

Sibling - Siblings are defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters who are on the roll of the Academy as at the Application Deadline and continue to do so when the child is admitted. Note there is no guarantee that a younger sibling will obtain a future place in the same school as his or her brother or sister.

Tie Breaker - When two or more children with the same priority for admission live exactly the same distance from the preferred School, the available places will be decided by random allocation (casting lots) by an independent person, except when the children are twins or from the same multiple birth, in which case their applications will be treated as a single application and the twin or other children of the same multiple birth will be admitted as supernumerary (above PAN without in effect increasing PAN). This would also apply to a brother or sister born in the same academic year.

Linked Academies

Excalibur primary academies linked

- Burbage Primary School
- Easton Royal Academy
- Great Bedwyn CofE School
- Oare CofE Primary School
- Ogbourne CofE Primary School
- St Katharine's CofE Primary School

Feeder Schools

The Trust's Admission Authority has determined that the Feeder Schools of the Academy will consist the following schools. These used to be designated by Wiltshire Council as feeder schools of St John's Marlborough: -

- Aldbourne, St Michael's CoE VA
- Baydon, St Nicholas CoE VA
- Chilton Foliat CoE VA
- Kennet Valley CoE VA
- Marlborough St Mary's CE Primary School VC
- Preshute CoE VC
- Ramsbury Community Primary School
- Shalbourne CoE VC