

Hadrian Learning Trust

Admissions Policy

For admissions to Queen Elizabeth High School from September 2027

Hadrian Learning Trust is the admissions authority for Queen Elizabeth High School. The Trust's admission arrangements reflect the requirements of the [School Admissions Code](#).

Northumberland County Council (NCC) coordinates admissions in the normal admission round under its coordinated scheme, details of which can be found [here](#). The NCC admissions team administers In-Year applications for a place at Queen Elizabeth High School to start at a time other than the normal admission round, details of which can be found [here](#).

The Trust is obliged to admit all applicants to Queen Elizabeth High School provided these do not exceed the school's Published Admission Number (PAN). The Published Admission Number for each relevant age group for Queen Elizabeth High School is as follows:

- Year 9: 306
- 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. The minimum academic entry criteria for Year 12 are 5 GCSEs at grade 4. Potential applicants should refer to the Sixth Form [prospectus](#) for details on subject-specific requirements.

Children with an Education Health and Care Plan (EHCP) where the school is named in the EHCP will be admitted in accordance with the [School Admissions Code](#). Where this happens in the normal admissions round, they will be allocated a place before other children thereby reducing the number available in the PAN. At other times, they will be admitted regardless of pupil numbers. As these admissions are under separate processes to those for children without an EHCP, parents/carers should speak to their home local authority's SEND team if they would like their child to attend the school.

Oversubscription criteria

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 31 October 2026. Catchment area maps for the school can be found [here](#) and a list of postcodes in the catchment area can be found [here](#).
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 that, because of the exceptional need, only Queen Elizabeth High School is suitable for the child to attend AND no other local school would also be suitable.

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 31 October of the academic year of offer.

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, a sibling is deemed to be a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry.
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. 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. The feeder schools for Queen Elizabeth High School are:
 - Corbridge Middle School
 - Hexham Middle School
 - St Joseph's Middle School
7. All **other children** who do not fall into the categories above.

Other points:

- Parents may be asked to provide evidence of residency if Queen Elizabeth High School is oversubscribed. In instances where it is demonstrated that a place 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 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.
- Should it prove necessary, because places are limited, to distinguish between children in any given category priority will be given to those who live nearest to the school, measured in a direct line ('as the crow flies') using the LA's computerised measuring system (GIS). Where shared parental living arrangements are in place, distance to school will take into account the nearer of the child's two residences to the school. Where two or more distances are found to be equal a system of random allocation will apply, independently administered. Applicants refused admission are entitled to an appeal which is determined by an independent panel.
- 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. Hadrian Learning Trust, 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.
- In cases when an application for a place has been unsuccessful during the normal admission round, the child's name will be placed on a waiting list under the appropriate criteria and the school 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 determination of this policy: 5 February 2026