Admission arrangements for primary and secondary schools in Sandwell for 2017/18
Admissions priorities for places in oversubscribed community and controlled primary schools - academic year 2017/2018

1. Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

2. Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child’s general practitioner or consultant confirming the condition, detailing the child’s needs and specifying why, in their opinion, the preferred school is the only or most appropriate to meet the child’s needs. All applications under this criterion will be assessed by the local authority to decide whether the child’s need’s can be met most appropriately by the preferred school.

3. (a) Children having a brother or sister at the preferred school (not nursery) at the time of admission.
   (b) For admissions to infant schools, children having a brother or sister at the preferred school or at a linked junior school at the time of admission.
   (c) For admissions to junior schools, children having a brother or sister at the preferred school or at a linked infant school (not nursery) at the time of admission.

4. For admissions to junior schools, children being on roll at the linked infant school at the time of admission.

5. *Children accepted on denominational grounds, supported by the Anglican/Church of England Church
   Applications based on this criterion must be accompanied by a completed declaration form signed by a Vicar or Priest to signify attendance at an Anglican / Church of England Church on at least one occasion per month.

6. Children prioritised by distance measured in a straight line from a child’s home** to the school’s main entrance (as determined by the Governing Body***).

[IL0: UNCLASSIFIED]
In all cases, should the number of applicants exceed the number of places available, places will be allocated on the basis of distance between home and school, as measured in a straight line from home to the main entrance to the school with priority being given to those living closest to the school.

NB. Children with a Statement of Educational Needs or a Education & Health Care Plan (EHCP) (previously known as Statement of Educational Needs), naming a particular school will be admitted before all other applicants.

Note:

* Applicable only to schools that are designated by the Secretary of State as having a religious character.

** Measured from the Local Land and Property Gazetteer address base for the property. In all cases, should the number of applicants exceed the number of places available, places will be allocated on the basis of distance between home and school, as measured in a straight line from home to the main entrance to the school as determined by the Governing Body with priority being given to those living closest to the preferred school.

***In the case of Lightwoods Primary School all applications are measured to the designated point on the Castle Road East site.

Admissions priorities for places in oversubscribed community secondary schools - academic year 2017/2018

1. Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child’s general practitioner or consultant confirming the condition, detailing the child’s needs and specifying why, in their opinion, the preferred school is the only or most appropriate to meet the child’s needs. All applications under this criterion will be assessed by the local authority to decide whether the child’s need’s can be met most appropriately by the
preferred school.

3. Children having a brother or sister at the preferred school (but not in sixth form) at the time of admission.

4. *Children accepted on denominational grounds, supported by the church.

   Applications based on this criterion must be accompanied by a completed declaration form signed by a priest, minister or community leader to signify attendance at church on at least one occasion per month.

5. Children prioritised by distance measured in a straight line from a child's home** to the preferred school’s main entrance (as determined by the Governing Body).

NB. Children with a Statement of Educational Needs or a Education & Health Care Plan (EHCP)(previously known as Statement of Educational Needs), naming a particular school will be admitted before all other applicants.

Note:

* Applicable only to schools that are designated by the Secretary of State as having a religious character.

** Measured from the Local Land and Property Gazetteer address base for the property. In all cases, should the number of applicants exceed the number of places available, places will be allocated on the basis of distance between home and school, as measured in a straight line from home to the main entrance to the school as determined by the Governing Body with priority being given to those living closest to the preferred school.
Additional arrangements for year of entry admissions to community and controlled primary and secondary schools 2017/2018

The following additional policy statements are included in the local authority admission arrangements for admissions to community and controlled primary and secondary schools for 2017/2018.

1. Late applications

Late applications for places will only be considered alongside those received by the closing date under the following circumstances:

- When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.
- When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to the preferred school after the closing date but before the allocation of places has been made.
- When a child who is in public care (looked after) or was previously in public care moves into Sandwell after the closing date, but before the allocation of places has been made.
- When a sibling has commenced at the preferred school after the closing date but before the allocation of places has been made.
- When the applicant is a single parent and was prevented from submitting their application on time due to long term illness of more than six weeks duration from the date on which application forms became available.

2. Waiting lists

Places will be offered initially to applicants whose forms have been received by the closing date or whose application has been...
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

considered as being made on time (under 1 above).

Any preferences which cannot be met following the application of the admission priorities together with any late requests which have been made and which the local authority does not consider as being late for a good reason will be put on a waiting list which will be ranked in accordance with the published admission priorities.

Waiting lists will be maintained until the end of the autumn term proceeding the year of entry and will then be discarded.

Places will only be offered from the waiting list in the event that the number of confirmed offers (including those offered as a result of independent appeals) is less than the published admission number.

3. **Further applications in the same academic year**

The local authority will only consider more than one application in the same community or controlled school in the same academic year if one or more of the following significant changes apply:

(a) The child becomes looked after by the local authority;
(b) The child has a medical condition which was not present when the previous application was considered;
(c) The child’s brother or sister has been admitted to the school for which the application has been made and was not there at the time of the last application;
(d) The applicant has changed address since the previous application was considered and the applicant now lives closer to the school for which the application was made;
(e) A vacancy arises in the relevant year group.

4. **Changing or adding new preferences**

Once a parent/carer has submitted an application they will be able to amend it online before the closing date. However if the closing date has passed it will not be possible unless they meet the criteria to be considered as a “late” application (in 1 above).

5. **Twins and multiple births**

[IL0: UNCLASSIFIED]
Special conditions will apply in the event that one child from a set of twins or other multiple births does not gain admission to the preferred school through the admissions criteria. The local authority will exceed the admission number for the school concerned to prevent separation of twins or children from multiple births.

6. Tie breaker

In the event that two or more applicants tie for last place during the allocation process the final place shall be decided by the tossing of a coin.

7. Deferred entry

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Definitions used in admissions administration

1. Brother and sister (Sibling)

The definition of a brother or sister is:

(a) a brother or sister sharing the same parents*;
(b) a half brother or half sister, where two children share one common parent*;
(c) a step brother or step sister, where two children are related by a parent’s marriage*;
(d) adopted or fostered children*, *and living at the same address;
(e) children of unmarried parents and living at the same address.

It does not include:

[IL0: UNCLASSIFIED]
(a) cousins or other family relationships;
(b) brothers or sisters who, at 1 September in the year of entry will not be registered pupils at the preferred school (not including nursery);
(c) brothers or sisters who, at 1 September in the year of entry will be in the sixth form at the preferred school.

2. Children in Public Care

A child in public care means 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 section 22 (1) of the Children Act 1989) at the time an application is made.

An adoption order is an order under section 46 of the Adoptions and Children Act 2002.

A child arrangement order (previously residence order) is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.

Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

3. Home address

The home address of a child is the address at which a parent with parental responsibility lives. It may also be the address at which a child resides (and sleeps) for the majority of the school week (Sunday to Thursday night). In the event of a query on the home address we will require two examples from the following list;

- Proof of Housing Benefit
- Council Tax
- Tenancy Agreement
- One utility bill (gas, water or electric)
- TV Licence
4. Armed Forces Children

Sandwell Local Authority understands that families of UK Service personnel often have to move at short notice within the UK and from abroad. If we receive an application along with an official letter declaring a relocation date, then we will be able to arrange a school place in advance of the relocation. Please contact the Admission Team on 0121 569 6765 for further information.

5. Linked school

For the purposes of admissions to infant and junior schools, linked schools shall be as follows:

- Abbey Infants School - Abbey Junior School;
- Albert Pritchard Infant School - Wood Green Junior School;
- Devonshire Infant Academy - Devonshire Junior Academy;
- Hamstead Infant School - Hamstead Junior School;
- Moat Farm Infant School - Moat Farm Junior School Trust;
- Ocker Hill Infant School - Ocker Hill Academy;
- Silvertrees Academy Trust School - Tipton Green Junior School;
- Warley Infant School - Bleakhouse Junior School.

Admission numbers (primary) for 2017/18

A. Community and controlled primary schools

<table>
<thead>
<tr>
<th>School name</th>
<th>Published admission number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbey Infant School</td>
<td>90</td>
</tr>
<tr>
<td>Abbey Junior School</td>
<td>90</td>
</tr>
<tr>
<td>Annie Lennard Primary School</td>
<td>30</td>
</tr>
<tr>
<td>Bearwood Primary School</td>
<td>60</td>
</tr>
<tr>
<td>School name</td>
<td>Published admission number</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Blackheath Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Bleakhouse Junior School</td>
<td>60</td>
</tr>
<tr>
<td>Brandhall Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Burnt Tree Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Cape Primary School</td>
<td>90</td>
</tr>
<tr>
<td>Causeway Green Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Crocketts Community Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Eaton Valley Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Ferndale Primary School</td>
<td>90</td>
</tr>
<tr>
<td>Galton Valley Primary</td>
<td>60</td>
</tr>
<tr>
<td>Glebefields Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Grace Mary Primary School</td>
<td>30</td>
</tr>
<tr>
<td>Great Bridge Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Grove Vale Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Guns Village Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Hall Green Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Hamstead Infant School</td>
<td>60</td>
</tr>
<tr>
<td>Hamstead Junior School</td>
<td>60</td>
</tr>
<tr>
<td>Hargate Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Hateley Heath Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Highfields Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Holy Trinity CE Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Joseph Turner Primary School</td>
<td>60</td>
</tr>
<tr>
<td>King George V Primary School</td>
<td>30</td>
</tr>
<tr>
<td>Langley Primary School</td>
<td>60</td>
</tr>
<tr>
<td>School name</td>
<td>Published admission number</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Lightwoods Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Lodge Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Lyng Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Moat Farm Infant School</td>
<td>120</td>
</tr>
<tr>
<td>Newtown Primary School</td>
<td>30</td>
</tr>
<tr>
<td>Oakham Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Ocker Hill Infant School</td>
<td>60</td>
</tr>
<tr>
<td>Pennyhill Primary</td>
<td>90</td>
</tr>
<tr>
<td>Perryfields Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Reddal Hill Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Rood End Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Rounds Green Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Ryders Green Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Sacred Heart Primary School</td>
<td>60</td>
</tr>
<tr>
<td>St Martin's CE Primary School</td>
<td>30</td>
</tr>
<tr>
<td>St Mary Magdalene CE Primary School</td>
<td>30</td>
</tr>
<tr>
<td>St. James' CE Primary School</td>
<td>60</td>
</tr>
<tr>
<td><strong>Summerhill Primary School</strong></td>
<td><strong>120</strong></td>
</tr>
<tr>
<td>The Priory Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Tipton Green Junior School</td>
<td>90</td>
</tr>
<tr>
<td>Tividale Community Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Tividale Hall Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Uplands Manor Primary School</td>
<td>120</td>
</tr>
<tr>
<td>Warley Infant School</td>
<td>60</td>
</tr>
<tr>
<td>Whitecrest Primary School</td>
<td>30</td>
</tr>
</tbody>
</table>
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

<table>
<thead>
<tr>
<th>School name</th>
<th>Published admission number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yew Tree Primary School</td>
<td>90</td>
</tr>
</tbody>
</table>

Explanatory Notes:

The governing body of Summerhill Primary is considering changing status to academy before the end of 2016/2017 academic year. The admission priorities for this school for September 2017 will be the same as those for community and voluntary controlled schools.

B. Voluntary aided primary schools

The governing bodies of the following schools have determined their preferred admission numbers. The admission priorities for oversubscribed voluntary aided schools are available by clicking the school name below.

<table>
<thead>
<tr>
<th>School name</th>
<th>Published admission number</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Saints CE Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Christ Church C.E Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Holy Name Catholic Primary School</td>
<td>30</td>
</tr>
<tr>
<td>St John Bosco Catholic Primary School</td>
<td>30</td>
</tr>
<tr>
<td>St Margaret's CE Primary School</td>
<td>30</td>
</tr>
<tr>
<td>St Mary's Catholic Primary School</td>
<td>30</td>
</tr>
<tr>
<td>St Matthews CE Primary School</td>
<td>30</td>
</tr>
</tbody>
</table>

C. Trust primary schools

The governing bodies of the following trust schools have determined their preferred admission numbers. The admission priorities for oversubscribed primary trust schools will be the same as those for community and voluntary controlled schools (see pages 1 and 2 above), with the exception of * which is available by clicking the school name.
### School Name

<table>
<thead>
<tr>
<th>School Name</th>
<th>Published Admission Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert Pritchard Infant School</td>
<td>90</td>
</tr>
<tr>
<td>Brickhouse Primary</td>
<td>30</td>
</tr>
<tr>
<td>Harvills Hawthorn Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Holyhead Primary School</td>
<td>30</td>
</tr>
<tr>
<td><strong>Moat Farm Junior School</strong></td>
<td>120</td>
</tr>
<tr>
<td>Moorlands Primary School</td>
<td>30</td>
</tr>
<tr>
<td>Old Hill Primary</td>
<td>30</td>
</tr>
<tr>
<td>Old Park Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Park Hill Primary School</td>
<td>30</td>
</tr>
<tr>
<td>Rowley Hall Primary School</td>
<td>90</td>
</tr>
<tr>
<td>Springfield Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Tameside Primary School</td>
<td>90</td>
</tr>
<tr>
<td>Temple Meadow Primary School</td>
<td>60</td>
</tr>
<tr>
<td>Wood Green Junior School</td>
<td>60</td>
</tr>
</tbody>
</table>

### D. Primary academies

The governing bodies of the following schools have determined their preferred admission numbers. Their admission priorities are available by clicking the school name below.

<table>
<thead>
<tr>
<th>Academy</th>
<th>Published Admission Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corngreaves Academy*</td>
<td>30</td>
</tr>
<tr>
<td>Devonshire Infant Academy*</td>
<td>90</td>
</tr>
<tr>
<td>Devonshire Junior Academy*</td>
<td>90</td>
</tr>
</tbody>
</table>

[IL0: UNCLASSIFIED]
<table>
<thead>
<tr>
<th>Academy</th>
<th>Published Admission Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Betts Primary Academy*</td>
<td>60</td>
</tr>
<tr>
<td>Jubilee Park Academy*</td>
<td>30</td>
</tr>
<tr>
<td>Mesty Croft Academy</td>
<td>60</td>
</tr>
<tr>
<td>Ocker Hill Academy*</td>
<td>64</td>
</tr>
<tr>
<td><strong>Our Lady and St Hubert's Catholic Primary School</strong></td>
<td>60</td>
</tr>
<tr>
<td>Shireland Hall Primary Academy*</td>
<td>90</td>
</tr>
<tr>
<td>Silvertrees Academy Trust*</td>
<td>90</td>
</tr>
<tr>
<td><strong>St Francis Xavier Catholic Primary School</strong></td>
<td>30</td>
</tr>
<tr>
<td><strong>St Gregory's Catholic Primary School</strong></td>
<td>30</td>
</tr>
<tr>
<td><strong>St Johns CE Primary School</strong></td>
<td>30</td>
</tr>
<tr>
<td>St Paul's CE Primary School*</td>
<td>30</td>
</tr>
<tr>
<td><strong>St Philips Catholic Primary School</strong></td>
<td>30</td>
</tr>
<tr>
<td>Timbertree Academy*</td>
<td>30</td>
</tr>
<tr>
<td>Victoria Park Academy*</td>
<td>90</td>
</tr>
<tr>
<td>Wednesbury Oak Academy*</td>
<td>60</td>
</tr>
</tbody>
</table>

* The admission priorities for this school will be the same as those for community and voluntary controlled schools (see pages 1 and 2 above).
## Admission numbers (Secondary) for 2017/18

### A. Community and controlled secondary schools

<table>
<thead>
<tr>
<th>School</th>
<th>Published admission number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perryfields High School Maths and Computing College</td>
<td>240</td>
</tr>
</tbody>
</table>

### B. Foundation and trust schools and academies

The current admission numbers of voluntary aided trust and foundation secondary schools and academies are set out below. The admission priorities are available by clicking the school name below.

<table>
<thead>
<tr>
<th>School</th>
<th>Preferred admission number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holly Lodge Foundation High School College of Science</td>
<td>280</td>
</tr>
<tr>
<td>Phoenix Collegiate, A Business, Sport &amp; Enterprise College</td>
<td>330</td>
</tr>
<tr>
<td>Stuart Bathurst Catholic High College of Performing Arts</td>
<td>150</td>
</tr>
<tr>
<td>St Michaels CE High School. A Business and Enterprise College</td>
<td>240</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academy</th>
<th>Preferred admission number</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ACE Academy*</td>
<td>300</td>
</tr>
<tr>
<td>Bristnall Hall Academy</td>
<td>190</td>
</tr>
<tr>
<td>George Salter Academy</td>
<td>200</td>
</tr>
<tr>
<td>Oldbury Academy</td>
<td>310</td>
</tr>
</tbody>
</table>

[IL0: UNCLASSIFIED]
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

<table>
<thead>
<tr>
<th>Academy</th>
<th>Preferred admission number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ormiston Sandwell Community Academy</td>
<td>180</td>
</tr>
<tr>
<td>Q3 Academy- Great Barr</td>
<td>210</td>
</tr>
<tr>
<td>Q3 Academy- Langley</td>
<td>150</td>
</tr>
<tr>
<td>RSA Academy</td>
<td>180</td>
</tr>
<tr>
<td>Sandwell Academy</td>
<td>200</td>
</tr>
<tr>
<td>Shireland Collegiate Academy</td>
<td>195</td>
</tr>
<tr>
<td>The Ormiston Forge Academy</td>
<td>310</td>
</tr>
<tr>
<td>Wodensborough Ormiston Academy*</td>
<td>230</td>
</tr>
<tr>
<td>Wood Green Academy</td>
<td>256</td>
</tr>
</tbody>
</table>

* The admission priorities for this school will be the same as those for community and voluntary controlled schools (see pages 3 and 4 above).
All Saints CE Primary

1. INTRODUCTION
Governors of Aided Schools are responsible for the admission of pupils to their schools and for determining the arrangements for admitting such pupils. At least once a year the Governors must consult with the Local Authority as to whether the Governors arrangements are satisfactory and must consult with the LA before determining or varying these arrangements.

The 1980 Act provides that parents must be given the chance to express their preference for school, and that the Governors must comply with that expressed preference except in certain clearly defined circumstances.

For All Saints CofE Primary School these clearly defined circumstances are.

a) Where compliance will prejudice the provision of efficient education or the efficient use of resources.

b) Where compliance will entail a breach of an agreement with the LA governing the admission arrangements to the school.

In admitting pupils into school it is necessary to balance the number of places at All Saints CofE School with those in controlled schools. In such cases consultation and co-operation between LA and voluntary providing bodies is important. The Governors of All Saints CofE School would wherever possible seek to maintain the school as part of a balanced local provision.

2. POLICY FOR ADMISSION
The agreed policy will set out the criteria to which admission to All Saints CofE School will apply. This policy will be adhered to at all times by the Governors of the school, and will be available to prospective parents along with information about the school as required by the Education Act.

The School Size
The Governors of the school have set an admissions number of 35 pupils, which with effect from September 2013 will increase year by year
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

Children in Sandwell are admitted to school at the beginning of the academic year in which they are 5 provided a school place is available. The admission priorities for the allocation of places are set out below.

**All Saints CofE Primary School**
Admissions are based on the school being an equal opportunities school and prioritised in the following order.

1. Anglican children who are in public care and Anglican children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)

2. Other children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)

3. Children or Children of parents who are regular* worshipping members of All Saints Church and who have completed form ASU75/A and have submitted a letter of support to this effect from the minister of the Church.

4. Children or Children of parents who are regular* worshipping members of any Anglican Church in West Bromwich Church of England Deanery which is co-terminus with the ancient parish of West Bromwich**, and who have completed form ASU75/A and have submitted a letter of support to this effect from the minister of the Church.

5. Children who have a brother or sister in the school at the time of starting the school, but not including children in the Nursery.

6. Other children whose parents have indicated a preference to attend All Saints C of E School and have completed the LA application form.

**Additional Documentation Required**
Completed form ASU75/A. Please note that a copy of this form must be completed for each Sandwell Voluntary Aided Anglican Primary School and returned to All Saints CofE School.

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Admissions Committee
A committee of the Governing body will be appointed to look into individual cases of admissions.

This committee will comprise members of the Governing Body.

In considering any application the governors would wish the parents to view the school and to discuss with the Head Teacher the school aims and objectives in relation to the education it provides and the parental undertakings it requires.

Appeal Procedure
The appeals procedure is carried out on behalf of All Saints CofE School by the Local Authority.

Compulsory School Age
The law does not require a child to start school until the start of the term following the child’s fifth birthday.

*Regular means a person who usually attends a family or church service once a month. Worshipper in this context could be the child for whom the application is made or one or both parents.

** Anglican Churches in West Bromwich are:
All Saints St Mary Magdalene, Charlemont
St Andrews, Carters Green St Philips, Beeches Road
Holy Trinity Good Shepherd with St John, Lyng
St James, Hill Top St Pauls
St Francis, Friar Park St Peters, Greets Green
Christ Church CE Primary

ADMISSIONS POLICY

Christ Church CE Primary is a Voluntary Aided School, and has 60 reception places for children who reach the age of 5 during the ensuing school year.

In the event of over subscription, admissions are considered by the following criteria in order:

1. ‘Looked after’ and previously looked after children in the care of a local authority.
2. Children with a particular medical condition which can be met most appropriately by the school. Applications must be accompanied by a medical declaration form (ASU75M) signed by the child’s General Practitioner or Consultant confirming the condition and detailing the child’s needs. All applications under this criterion will be assessed by the Governors with the assistance of the Local Authority to decide whether the child’s needs can be met most appropriately by the school.
3. Children who have a brother or sister, as defined by the LA composite prospectus, who will be attending the school (excluding Nursery) at the date of the proposed admission.
4. Children whose parent(s) or carer(s) worship regularly at ‘churches in the united benefice of Oldbury, Langley and Londonderry which includes Christ Church, St Johns and St Michaels and St Marks or who do so themselves. (See 1 below)
5. Children whose parent(s) or carer(s) worship regularly at any other Christian church or who do so themselves. (See notes 1 and 2 below)
6. Children whose parent(s) or carer(s) are regular worshipping members of another religious faith or who are themselves, and the parent(s) or carer(s) wish their child to attend Christ Church because of its religious emphasis. (see notes 1 and 3 below)
7. Other children

Within each category children living closest to school will be selected first. Children who attend the schools nursery do not transfer automatically to the primary school— a separate application is required. Nursery attendance does not guarantee that a place will be available at the primary school.

(1) Regular’ worship means attending a place of worship at least once a month for a Period of 1 year. This needs to be confirmed by the local minister or religious leader.
(2) To qualify under 5 the church must be part of a denomination which
is a member of Churches together in England or must be able to demonstrate a Trinitarian statement of belief by ensuring form ASU75/A is fully completed.

(3) Form ASU75/A must be fully completed.

Our school welcomes children from all faiths and none. Christ Church is a Church Voluntary Aided Primary School. Current school numbers are in the region of 320, but will increase year on year as the school expands and until the standard number is 60 in each year group.
Holy Name Catholic Primary

Name of School: Holy Name Catholic Primary School
The admissions process is part of the Sandwell LA co-ordinated scheme.
The Admission Policy of the Governors of Holy Name Catholic Primary School is as follows:
The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year 2017/18 is 30

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available to view at the school and parish or by post on request.

1. Baptised Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children (see Note 2 below) living within the Parish of Holy Name of Jesus who have a brother or sister (see Note 3 below) in the school at the time of admission.
3. Baptised Catholic children living within the Parish of Holy Name of Jesus.
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission.
5. Other Baptised Catholic children.
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children

[IL0: UNCLASSIFIED]
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

7. Non-Catholic children who have a brother or sister in the school at the time of admission.


OVER-SUBSCRIPTION
If there is over-subscription within the category, the Governors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant’s home address and the main entrance of the school as defined by the headteacher. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address within this system (See Note 4).

In a very small number of cases it may not be possible to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the governing body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1
Children with a Statement of Special Educational Needs that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2
In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest.

Parents making an application for a Catholic child should also complete
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

the local authority’s supplementary information form (ASU/76/C) which is included with the parents’ information booklet. Failure to complete the supplementary information form/provide evidence of Catholic Baptism/Reception may affect the criterion the child’s name is placed in.

**Note 3**
The definition of a brother or sister is:
- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent’s marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

**Note 4**
The home address of a pupil is the permanent residence of a child. The address must be the child’s only or main residence for the majority of the school week (Sunday night to Thursday night). Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

**SCHOOL ENTRY**
Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child’s entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher. Parents can request that their child attends part-time until the child reaches compulsory school age.

**NURSERY**
Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school. Completed application forms should be returned to the school.

**APPEALS**
Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.
REPEAT APPLICATIONS
Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

LATE APPLICATIONS
Late applications will be dealt with according to the Local Authority’s co-ordinated scheme.

WAITING LISTS
Waiting lists for admission will remain open until the end of December 2017 and will then be discarded. Parents may apply for their child’s name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that a child’s position on the waiting list could go up or down. Inclusion of a child’s name on the waiting list does not mean that a place will eventually become available. Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (Inyear applications)
An application should be made to the local authority who will need to consult with the governors.

IN-YEAR FAIR ACCESS POLICY
The governing body have adopted the local authority fair access policy for admission of previously excluded or hard to place children. This can be viewed on the local authority website www.sandwell.gov.uk There is no charge or cost related to the admission of a child to this school.

APPENDIX
DEFINITION OF A “BAPTISED CATHOLIC”
A “Baptised Catholic” is one who:
- Has been baptised into full communion (Cf. Catechism of the
Catholic Church (837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Right of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

**WRITTEN EVIDENCE OF BAPTISM**

The Governing bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors may request extra supporting evidence when the written
documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

**SCHOOL ADMISSION APPEAL TIMETABLE 2018**

<table>
<thead>
<tr>
<th>Appeals for normal round of admissions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date of allocation of places</strong></td>
<td>To be confirmed.</td>
</tr>
<tr>
<td><strong>Deadline for lodging appeals and providing evidence to support the appeal (if appropriate)</strong></td>
<td>20 school days from offer date.</td>
</tr>
<tr>
<td><strong>Appeals will be heard by</strong></td>
<td>Within 40 school days of deadline for appeals.</td>
</tr>
<tr>
<td><strong>Notice of appeal hearing</strong></td>
<td>At least 10 school days’ notice of the appeal hearing.</td>
</tr>
<tr>
<td><strong>Deadline for governing body to submit evidence for the appeal</strong></td>
<td>10 school days before the appeal hearing.</td>
</tr>
<tr>
<td><strong>Deadline for sending appeal papers to all parties</strong></td>
<td>10 school days before the appeal hearing.</td>
</tr>
<tr>
<td><strong>Deadline for appellant to submit additional evidence</strong></td>
<td>5 school days before the appeal hearing. Information or evidence not submitted by the deadline might not be considered at the appeal.</td>
</tr>
</tbody>
</table>

**Late applications for appeals will be heard by** At the same time as previously scheduled appeals or within 30 school days of appeal being lodged.

**Decision letters sent to appellant** Normally within 5 school days.

<table>
<thead>
<tr>
<th>Appeals for in-year admissions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deadline for lodging appeals and providing evidence to support the appeal (if appropriate)</strong></td>
<td>20 school days from the date of notification that the application was unsuccessful.</td>
</tr>
<tr>
<td><strong>Appeals will be heard</strong></td>
<td>Within 30 school days of deadline for appeals.</td>
</tr>
<tr>
<td><strong>Notice of appeal hearing</strong></td>
<td>At least 10 school days’ notice.</td>
</tr>
<tr>
<td><strong>Deadline for governing body to submit evidence for the appeal</strong></td>
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</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Late applications for appeals will be heard</strong></td>
<td>At the same time as previously scheduled appeals or within 30 school days of appeal being lodged.</td>
</tr>
<tr>
<td><strong>Decision letters sent to appellant</strong></td>
<td>Normally within 5 school days.</td>
</tr>
</tbody>
</table>
Moat Farm Junior Trust

Admissions Policy from 2017-2018

When applying for a place in Year 3 at Moat Farm Junior School and where we receive more applications for a place than places available, places will be allocated by the Governing Body using the following priorities:

1. Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
2. Children with a particular medical condition which can be most appropriately met by Moat Farm Junior School Trust. Applications must be accompanied by a medical declaration form and signed by the child’s GP or consultant confirming the condition and detailing the child’s needs. All applications under this criterion will be assessed by the Governing Body to decide whether the child’s needs can be met most appropriately by this school.
3. Having a brother or sister at Moat Farm Junior School or at our linked infant school – Moat farm Infant School (but not Lavender Farm Nursery) at the time of admission.
4. Being on roll at Moat Farm Infant School at the time of admission.
5. Distance measured in a straight line from a child’s home to the school’s main entrance (as determined by the Head Teacher.)

In all cases, if the number of applicants in a category exceeds the number of places available, places will be allocated on the basis of distance between home and school, as measured in a straight line from the home to the main entrance of the school, with priority being given to those living closest.

To apply for a place please contact Sandwell Admissions:
Annual Transfer: annual_schooladmissions@sandwell.gov.uk
Mid Year Transfer: midyear_admissions@sandwell.gov.uk
Appeals: schoolappeals_admissions@sandwell.gov.uk
Phone us: 0121 569 6765
Visit us: Council House Oldbury
Write to: Admissions and Appeals Service
PO Box 16230
Sandwell Council House
Freeth Street
Oldbury B69 9EX
St Francis Xavier Catholic Primary School

Name of Academy: St Francis Xavier Catholic Primary School. This academy is part of the St Catherine of Siena MAC.

The admissions process is part of the Sandwell LA co-ordinated scheme.

The Admission Policy of the Board of Directors of St Francis Xavier Catholic Primary School academy is as follows:

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with the Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

The Academy’s Admission Number for the academic year 2017/18 is 30.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available to view at the academy and parish or by post on request.

1. Baptised Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Baptised Catholic children (see Note 2 below) living within the Parish of St Francis Xavier and English Martyrs or Sacred Heart and Holy Souls (Tipton) who have a brother or sister (see Note 3 below) in the academy at the time of admission

3. Baptised Catholic children living within the Parish of St Francis Xavier and English Martyrs or Sacred Heart and Holy Souls (Tipton)

4. Other Baptised Catholic children who have a brother or sister in the academy at the time of admission

5. Other Baptised Catholic children
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

7. Non-Catholic children who have a brother or sister in the academy at the time of admission

8. Non-Catholic children

**OVER-SUBSCRIPTION**

If there is over-subscription within the category, the Board of Directors will give priority to children living closest to the academy determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant’s home address and the main entrance of the academy as defined by the headteacher. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the coordinates that are used to plot an applicant’s home address within this system (See Note 4).

In a very small number of cases it may not be possible to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

**Note 1**
Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the academy must be admitted. This will reduce the number of places available to other applicants.

**Note 2**
In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a [IL0: UNCLASSIFIED]
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

For the definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest.

Parents making an application for a Catholic child should also complete the local authority’s supplementary information form (ASU/76/C) which is included with the parents’ information booklet. Failure to complete the supplementary information form/provide evidence of Catholic Baptism/Reception may affect the criterion the child’s name is placed in.

**Note 3**

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent’s marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

**Note 4**

The home address of a pupil is the permanent residence of a child. The address must be the child’s only or main residence for the majority of the school week (Sunday night to Thursday night). Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a place.

**SCHOOL ENTRY**

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child’s entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher.

Parents can request that their child attends part-time until the child reaches compulsory school age.

**APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP**

If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors. This request should be in the
form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child’s best interests and the views of the head teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: https://www.gov.uk/government/publications/summer-born-children-school-admission

NURSERY
Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main academy. Completed application forms should be returned to the academy.

APPEALS
Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the academy may apply in writing to Chair of the Board of Directors at the academy address. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS
Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or academy but still refused admission.

LATE APPLICATIONS
Late applications will be dealt with according to the LA co-ordinated scheme.
WAITING LISTS
Waiting lists for admission will remain open until the end of December 2017 and will then be discarded. Parents may apply for their child’s name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child’s position on the waiting list could go up or down. Inclusion of a child’s name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (In-year applications)
An application should be made to the local authority who will need to consult with the Board of Directors.

IN-YEAR FAIR ACCESS POLICY
The Board of Directors have adopted the local authority fair access policy for admission of previously excluded or hard to place children. This can be viewed on the local authority website www.sandwell.gov.uk

There is no charge or cost related to the admission of a child to this academy.

APPENDIX

DEFINITION OF A “BAPTISED CATHOLIC”
A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and

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subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

**WRITTEN EVIDENCE OF BAPTISM**

The Governing bodies of Catholic schools and Board of Directors of Catholic academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception. Those who would have difficulty obtaining written evidence of Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors or Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

**St Gregory’s Catholic Primary**

SANDWELL CATHOLIC ACADEMIES
2017/18 PRIMARY ADMISSION ARRANGEMENTS for St Gregory’s Catholic Primary School part of the St Catherine of Siena Academy

Name of Academy: St Gregory’s Catholic Primary School. This academy is part of the St Catherine of Siena MAC.
The admissions process is part of the Sandwell LA co-ordinated scheme.

The Admission Policy of the Board of Directors of St Gregory’s Catholic Primary School is as follows:
The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with the Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

The Academy’s Admission Number for the academic year 2017/2018 is 30

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available to view at the academy and parish or by post on request
1. Baptised Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children (see Note 2 below) living and registered within the Parish of Our Lady of Good Counsel and St Gregory the Great who have a Catholic brother or sister (see Note 3 below) in the school at the time of admission
3. Baptised Catholic children living and registered within the Parish of Our Lady of Good Counsel and St Gregory the Great.
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission
5. Other Baptised Catholic children living outside but registered with the Parish of Our Lady of Good Counsel and St Gregory the Great
6. Other Baptised Catholic children
7. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

8. Non-Catholic children who have a brother or sister in the school at the time of admission

9. Non-Catholic children

OVER-SUBSCRIPTION

If there is over-subscription within the category, the Board of Directors will give priority to children living closest to the academy determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant’s home address and the main entrance of the academy as defined by the headteacher. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the coordinates that are used to plot an applicant’s home address within this system (See Note 4).

In a very small number of cases it may not be possible to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places

Note 1
Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2
In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest. Parents making an application for a Catholic child should also complete the local authority’s supplementary information form (ASU/76/C) which is included with the parents’ information booklet. Failure to complete the supplementary information form/provide evidence of Catholic Baptism/Reception may affect the criterion the child’s name is placed in.

Note 3
The definition of a brother or sister is:
• A brother or sister sharing the same parents;
• Half-brother or half-sister, where two children share one common parent;
• Step-brother or step-sister, where two children are related by a parent’s marriage;
• Step-brother or step-sister;
• Adopted or fostered children
The children must be living permanently in the same household

Note 4
The home address of a pupil is the permanent residence of a child. The address must be the child’s only or main residence for the majority of the school week (Sunday night to Thursday night). Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a place

SCHOOL ENTRY
Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child’s entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher. Parents can request that their child attends part-time until the child reaches compulsory school age.
Applications for children to be admitted into a class outside of their normal age group
If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Board of Directors (use whichever term is
appropriate to your school). This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child’s best interests and the views of the Head Teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at https://www.gov.uk/government/publications/summer-born-children-school-admission

NURSERY
Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main academy. Completed application forms should be returned to the academy.

APPEALS
Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the academy may apply in writing to Chair of the Board of Directors at the academy address. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS
Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or academy but still refused admission.

LATE APPLICATIONS
Late applications will be dealt with according to the LA co-ordinated scheme.

WAITING LISTS
Waiting lists for admission will remain open until the end of December
2016 and will then be discarded. Parents may apply for their child’s name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. This means that a child’s position on the waiting list could go up or down. Inclusion of a child’s name on the waiting list does not mean that a place will eventually become available. Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (In-year applications)
An application should be made to the local authority who will need to consult with the Board of Directors.

IN-YEAR FAIR ACCESS POLICY
The Board of Directors have adopted the local authority fair access policy for admission of previously excluded or hard to place children. This can be viewed on the local authority website www.sandwell.gov.uk There is no charge or cost related to the admission of a child to this academy.

APPENDIX
DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:
• Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or
• Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).
WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Board of Directors of Catholic academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors or Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)
Our Lady and St Hubert’s Catholic Primary School

DIOCESAN EDUCATION SERVICE
SANDWELL CATHOLIC ACADEMIES

2017/18 MODEL PRIMARY ADMISSION ARRANGEMENTS

*Determined admissions policy as agreed by Academy Committee 2-3-16*

Name of Academy: Our Lady & St. Hubert’s Catholic Primary. This academy is part of the *St. Catherine of Siena* MAC

*Please note: Our Lady & St. Hubert’s Catholic Primary will be based on its new site on Moat Road, Oldbury, B68 8EE from September 2016.*

The admissions process is part of the Sandwell LA co-ordinated scheme.

The Admission Policy of the Board of Directors of Our Lady & St. Hubert’s Catholic Primary academy is as follows:

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with the Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

The Academy’s Admission Number for the academic year 2017/18 is 60.

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available to view at the academy and parish or by post on request.

9. Baptised Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

10. Baptised Catholic children (see Note 2 below) living within the Parish of Our Lady & St. Hubert’s who have a brother or sister (see

[IL0: UNCLASSIFIED]
Note 3 below) in the academy at the time of admission

3. Baptised Catholic children living within the Parish of Our Lady & St. Hubert’s

4. Other Baptised Catholic children who have a brother or sister in the academy at the time of admission

5. Other Baptised Catholic children

6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

7. Non-Catholic children who have a brother or sister in the academy at the time of admission

8. Non-Catholic children

**OVER-SUBSCRIPTION**

If there is over-subscription within the category, the Board of Directors will give priority to children living closest to the academy determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant’s home address and the main entrance of Our Lady and St. Hubert’s Church as defined by the headteacher. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address within this system (See Note 4).

In a very small number of cases it may not be possible to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.
Note 1
Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2
In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest.

Parents making an application for a Catholic child should also complete the local authority’s supplementary information form (ASU/76/C) which is included with the parents’ information booklet. Failure to complete the supplementary information form/provide evidence of Catholic Baptism/Reception may affect the criterion the child’s name is placed in.

Note 3
The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent’s marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

Note 4
The home address of a pupil is the permanent residence of a child. The address must be the child’s only or main residence for the majority of the school week (Sunday night to Thursday night). Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a place

SCHOOL ENTRY
Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child’s entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher.
Parents can request that their child attends part-time until the child reaches compulsory school age.

APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP
If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the head teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

NURSERY
Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main academy. Completed application forms should be returned to the academy.

APPEALS
Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the academy may apply in writing to Chair of the Board of Directors at the academy address. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS
Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same academy for the same academic year unless, in
exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or academy but still refused admission.

LATE APPLICATIONS
Late applications will be dealt with according to the LA co-ordinated scheme.

WAITING LISTS
Waiting lists for admission will remain open until the end of December 2017 and will then be discarded. Parents may apply for their child’s name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. This means that a child’s position on the waiting list could go up or down. Inclusion of a child’s name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (In-year applications)
An application should be made to the local authority who will need to consult with the Board of Directors.

IN-YEAR FAIR ACCESS POLICY
The Board of Directors have adopted the local authority fair access policy for admission of previously excluded or hard to place children. This can be viewed on the local authority website www.sandwell.gov.uk

There is no charge or cost related to the admission of a child to this academy.

APPENDIX

DEFINITION OF A “BAPTISED CATHOLIC”
A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome

[IL0: UNCLASSIFIED]
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

(i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church*, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

**WRITTEN EVIDENCE OF BAPTISM**

The Governing bodies of Catholic schools and Board of Directors of Catholic academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”.

A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors or Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)
Name of School: St John Bosco Catholic Primary School

The admissions process is part of the Sandwell LA co-ordinated scheme.

The Admission Policy of the Governors of St John Bosco Catholic Primary School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School’s Admission Number for the school year 2017/18 is 30.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available to view at the school and parish or by post on request.

1. Baptised Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Baptised Catholic children (see Note 2 below) living within the Parishes of St Michael West Bromwich and the Holy Angel and Holy Cross Stone Cross who have a brother or sister (see Note 3 below) in the school at the time of admission.

4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission

5. Other Baptised Catholic children

6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

7. Non-Catholic children who have a brother or sister in the school at the time of admission

8. Non-Catholic children

**OVER-SUBSCRIPTION**

If there is over-subscription within the category, the Governors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant’s home address and the main entrance of the school as defined by the headteacher. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address within this system (See Note 4).

In a very small number of cases it may not be possible to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the governing body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

**Note 1**

*Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the school must be*
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

admitted. This will reduce the number of places available to other applicants.

Note 2
In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest.
Parents making an application for a Catholic child should also complete the local authority’s supplementary information form (ASU/76/C) which is included with the parents’ information booklet. Failure to complete the supplementary information form/provide evidence of Catholic Baptism/Reception may affect the criterion the child’s name is placed in.

Note 3
The definition of a brother or sister is:
- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent’s marriage;
- Step-brother or step-sister;
- Adopted or fostered children
The children must be living permanently in the same household

Note 4
The home address of a pupil is the permanent residence of a child. The address must be the child’s only or main residence for the majority of the school week (Sunday night to Thursday night). Documentary evidence may be required.
Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

SCHOOL ENTRY
Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child’s entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher.
Parents can request that their child attends part-time until the child reaches compulsory school age.

[IL0: UNCLASSIFIED]
If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Governing Body /This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. “The Governing Body will consider requests submitted and advise the parents of the outcome of request before the national offer day, having taken into account the information provided by the parents, the child’s best interests and the views of the Head Teacher. ”.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at https://www.gov.uk/government/publications/summer-born-children-school-admission

NURSERY
Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school. Completed application forms should be returned to the school

APPEALS
Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS
Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

LATE APPLICATIONS
Late applications will be dealt with according to the LA co-ordinated scheme.

WAITING LISTS
Waiting lists for admission will remain open until the end of December 2017 and will then be discarded. Parents may apply for their child’s
name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that a child’s position on the waiting list could go up or down. Inclusion of a child’s name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (In-year applications)
An application should be made to the local authority who will need to consult with the governors.

IN-YEAR FAIR ACCESS POLICY
The governing body have adopted the local authority fair access policy for admission of previously excluded or hard to place children. This can be viewed on the local authority website www.sandwell.gov.uk

There is no charge or cost related to the admission of a child to this school.

APPENDIX
DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).
WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)
St Johns CE Primary

Please refer to [schools website](#) for admission criteria
St Margaret’s CE Primary School

**Admission Number = 30**

The governing Body is responsible for the admission of pupils to St Margaret’s Church of England (voluntary aided) School and admits 30 pupils to reception each September. The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. There are ramps at the main entrance to the school but inside school there are a number of steps due to the school being on a variety of levels. As far as is possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

1. Looked after children and previously looked after children of the Anglican Faith
2. Other looked after children
3. Children with a particular medical condition, which can be met most appropriately by the school. Priority in this category will be given to those of the Anglican Faith. Applications must be accompanied by a medical declaration form (ASU/75/M) signed by the child’s General Practitioner or Consultant confirming the condition and detailing the child’s needs. All applications will be assessed by the Governors to decide whether the child’s needs can be met most appropriately by the school.
4. Applicants whose parents regularly* attend St Margaret’s Parish church and have a sibling in the school at the time of admission living at the same address.
5. Applicants whose parents regularly* attend an Anglican Church and have a sibling in the school at the time of admission living at the same address.
6. Children who have a sibling who attends St Margaret’s School (does not include the school nursery) and will be in attendance at the school at the time of admission and are living at the same address.
7. Applicants whose parents regularly* attend an Anglican Church, priority being given to those who attend St Margaret’s Parish Church.
8. Applicants from other Christian** denominations who worship regularly* in other Christian Churches.
9. Applicants who regularly* attend a non–Christian place of worship, with priority determined by proximity to the school.

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10. Applicants who do not attend a place of worship, with priority determined by proximity to the school.

In the event of over-subscription priority will be determined by proximity to the school measured in a straight line from the home address to the main entrance to the school.

*Worshipping regularly means attending a service on a Sunday or weekday at least once per month for a period of a year.

**Christian denominations means a Church that is a member of Churches Together in Britain or the Evangelical Alliance.

Additional Documentation required
- Completed form ASU 75/A which where appropriate is signed by the vicar/minister (return with application form). This is evidence for criteria 1,3,4,5,7,8 and 9
- Letter of support from vicar (criterion1,3, 4,5,7) or minister or faith leader (criterion 8 and 9)
St Mary’s Catholic Primary

The admissions process is part of the Sandwell Local Authority co-ordinated scheme.

The Admission Policy of the Governors of St Mary’s Catholic Primary School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School’s Admission Number for the school year 2017/18 is **30**

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available to view at the school and parish or by post on request.

1. Baptised Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Baptised Catholic children (see Note 2 below) living within the Parish of St. Mary’s, Wednesbury who have a brother or sister (see Note 3 below) in the school at the time of admission.

3. Baptised Catholic children living within the Parish of St Mary’s, Wednesbury.

4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission.

5. Other Baptised Catholic children.

6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

7. Non-Catholic children who have a brother or sister in the school at the time of admission.


**OVER-SUBSCRIPTION**
If there is over-subscription within the category, the Governors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and the main entrance of the school as defined by the headteacher. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supplies the co-ordinates that are used to plot an applicant’s home address within this system (See Note 4).

In a very small number of cases it may not be possible to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. In the event that two or more applicants tie for last place during the allocation process, the final place shall be decided by the tossing of a coin. As an exception, the governing body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

**Note 1**
Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to other applicants.

**Note 2**
In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest.
Parents making an application for a Catholic child should also complete the local authority’s supplementary information form (ASU/76/C) which is included with the parents’ information booklet. Failure to complete the supplementary information form/provide evidence of Catholic Baptism/Reception may affect the criterion the child’s name is placed in.

**Note 3**
The definition of a brother or sister is:
- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent’s marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household.

**Note 4**
The home address of a pupil is the permanent residence of a child. The address must be the child’s only or main residence for the majority of the school week (Sunday night to Thursday night). Documentary evidence may be required.
Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

**SCHOOL ENTRY**
Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child’s entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher.
Parents can request that their child attends part-time until the child reaches compulsory school age.

**APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP**
If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Governing Body. This request should be in the form of a written letter of application outlining the reasons why you wish
for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child’s best interests and the views of the Head Teacher. If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at [https://www.gov.uk/government/publications/summer-born-children-school-admission](https://www.gov.uk/government/publications/summer-born-children-school-admission)

**NURSERY**

Parents must apply on the Local Authority form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school. Completed application forms should be returned to the school.

**APPEALS**

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel.

**REPEAT APPLICATIONS**

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

**LATE APPLICATIONS**

Late applications will be dealt with according to the Local Authority’s coordinated scheme.

**WAITING LISTS**

Waiting lists for admission will remain open until the end of December 2017 and will then be discarded. Parents may apply for their child’s name to be reinstated until the end of the academic year when the list
will be discarded. The waiting list will be kept by the governing body in admission criteria order. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child’s position on the waiting list could go up or down. Inclusion of a child’s name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS
(In-year applications)
An application should be made to the local authority which will need to consult with the governors.

IN-YEAR FAIR ACCESS POLICY
The governing body has adopted the local authority fair access policy for admission of previously excluded or hard to place children. This can be viewed on the local authority website www.sandwell.gov.uk
There is no charge or cost related to the admission of a child to this school.

APPENDIX
DEFINITION OF A “BAPTISED CATHOLIC”
A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Right of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their
baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

**WRITTEN EVIDENCE OF BAPTISM**

The Governing bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)
St Matthew’s CE Primary School

St Matthew’s C of E (Aided) Primary School Admissions Policy

The Governors will admit 30 children into the reception class at the beginning of the school year. All these children will start school at the beginning of the school year in which they will reach the age of 5. When the number of applications exceeds the admission number, places will be allocated in the following order of criteria. Admission to the nursery does not give the child an extra right to a transfer to the Reception year of St Matthews.

1. Children looked after by a Local Authority (in line with section 22 of the Children Act) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
2. Children who have a brother or sister who will still be attending the school at the time of admission (not including nursery children).
3. Children of parents who attend the local parish church (i.e. St Matthew’s Church) on at least a monthly basis for a period of one year.*
4. Children of parents who live within the local parish boundary of St Matthew’s Smethwick and regularly** worship at any other Christian Church*** or whose families are active members of a major world religion. **** The written support of the vicar or the faith leader will be required.
5. Distance measured in a straight line from a child's home to the school's main entrance (as determined by Sandwell Local Authority).

* The written support of the vicar will be required
** Worshipping regularly means attending a service on a Sunday or weekday at least once per month for a period of one year.
*** A Christian Church is a Church that is a member of “Churches together in Britain” or the “Evangelical Alliance.”
**** Islam, Sikhism, Hinduism, Buddhism or Judaism

Admission Arrangements for Voluntary Aided Anglican Primary Schools

Parents must apply for a place in Reception class by completing the LA preference form, naming their preferred school(s) as one of their preferences.
preferences and listing them in order of preference.

Children with Statements of Special Educational Needs

Children with a Statement of Special Educational Needs that names a particular school must be admitted. This will reduce the number of places available to other applicants.

Definition of Siblings

The definition of a brother or sister is:

- A brother or sister sharing the same parents and living at the same address.
- Half brother or half sister where two children share one common parent and living at the same address.
- Step brother or step sister, where two children are related by a parent's marriage and living at the same address.
- Adopted or fostered children and living at the same address.

Home address

The home address of a pupil is the permanent residence of a child. The address must be the child’s only or main residence for the majority of the school week. Documentary evidence may be required. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

Distance Tie Breaker

In all cases if the number of applicants within a category exceeds the number of places available. Places will be allocated on the basis of distance between home and school as measured in a straight line from the Ordnance Survey ‘address point’ of the home to the main entrance of the school (as defined by the Head Teacher) with priority being given to those living closest to the school.

Deferred entry to Primary School

Children must by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child’s entry to the school. Parents may discuss this with the Head Teacher.
Admissions to Nursery Classes

Parents must apply on the LA form for a place in a Nursery class and return the form to requested school. Attendance at a school nursery does not automatically guarantee that a place will be offered in the reception class at that school.

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors c/o the school.

Repeat applications

Unless there are significant and material changes in circumstances of a parent’s their child or the school, the Governors will not consider a repeat application in the same academic year.

Late Applications

Applications received after the closing date will only be considered alongside those received by the closing date under the following circumstances:

- The family were unable to complete an application form before the closing date because they moved into the school’s parish area after the issue of application forms
- The family were unable to comply with the admissions timetable because of exceptional circumstances that prevented the application arriving on time – the circumstances must be given in writing and attached to the application form.

Applications received after the notification date (the date on which offers of places are made) will be added to the school’s waiting list in admission criteria order.

Waiting Lists

Should vacancies become available before admission appeals for the year of entry are heard, they shall be filled from the waiting list which is kept in admission criteria order. If no vacancy arises before appeals are

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heard, children will remain on the waiting list in admission criteria order.

Applications made on Denominational Grounds

If applications are made on Denominational grounds parents/carers should complete form ASU75/A and send it together with their completed application form to the school from which the information pack was obtained.

Arrangements for the admission of twins and multiple births

Where the final place in a year group is offered to one of twins, triplets or other multiple birth siblings, then the remaining child/children will be accepted.

Applications other than the normal intake to reception class

An application should be made to the LA who will need to consult with the governors.

In-Year Fair Access Policy

Governing Bodies have adopted the LA Fair Access policy for admission of previously excluded or hard to place children.

There is no charge or cost related to the admission of a child to a school.
St Phillip’s Catholic Academy

SANDWELL CATHOLIC ACADEMIES
2017/18 MODEL PRIMARY ADMISSION ARRANGEMENTS

Name of Academy: St Philip’s Catholic Primary School
This academy is part of the St Catherine of Siena MAC

The admissions process is part of the Sandwell LA co-ordinated scheme.

The Admission Policy of the Board of Directors of St Philip’s Catholic Primary School academy is as follows:

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Board of Directors as part of the Catholic Church in accordance with the Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

The Academy’s Admission Number for the academic year 2017/18 is 30

If the number of applications exceeds the admission number, the Board of Directors will give priority to applications in accordance with the criteria listed, provided that the Board of Directors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available to view at the academy and parish or by post on request

1. Baptised Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Baptised Catholic children (see Note 2 below) living within the Parish of St Philip Neri, Smethwick who have a brother or sister (see Note 3 below) in the academy at the time of admission

3. Baptised Catholic children living within the Parish of St Philip Neri Smethwick

4. Other Baptised Catholic children who have a brother or sister in the academy at the time of admission
5. Other Baptised Catholic children
6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
7. Non-Catholic children who have a brother or sister in the academy at the time of admission
8. Non-Catholic children

**OVER-SUBSCRIPTION**
If there is over-subscription within the category, the Board of Directors will give priority to children living closest to the academy determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant’s home address and the main entrance of the academy as defined by the headteacher. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the coordinates that are used to plot an applicant’s home address within this system (See Note 4).

In a very small number of cases it may not be possible to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the Board of Directors will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

**Note 1**
Children with a Statement of Special Educational Needs or and Educational Health and Care (EHC) Plan that names the academy must be admitted. This will reduce the number of places available to other applicants.
Note 2
In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest.

Parents making an application for a Catholic child should also complete the local authority’s supplementary information form (ASU/76/C) which is included with the parents’ information booklet. Failure to complete the supplementary information form/provide evidence of Catholic Baptism/Reception may affect the criterion the child’s name is placed in.

Note 3
The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent’s marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

Note 4
The home address of a pupil is the permanent residence of a child. The address must be the child’s only or main residence for the majority of the school week (Sunday night to Thursday night). Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a place

SCHOOL ENTRY
Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child’s entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the headteacher.

Parents can request that their child attends part-time until the child reaches compulsory school age.

APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP
If parents wish for their child to be considered for admission to a class
outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Board of Directors will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child’s best interests and the views of the head teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

NURSERY
Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in the main academy. Completed application forms should be returned to the academy.

APPEALS
Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the academy may apply in writing to Chair of the Board of Directors at the academy address. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS
Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or academy but still refused admission.

LATE APPLICATIONS
Late applications will be dealt with according to the LA co-ordinated scheme.

**WAITING LISTS**
Waiting lists for admission will remain open until the end of December 2017 and will then be discarded. Parents may apply for their child’s name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child’s position on the waiting list could go up or down. Inclusion of a child’s name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

**APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (In-year applications)**
An application should be made to the local authority who will need to consult with the Board of Directors.

**IN-YEAR FAIR ACCESS POLICY**
The Board of Directors have adopted the local authority fair access policy for admission of previously excluded or hard to place children. This can be viewed on the local authority website www.sandwell.gov.uk

There is no charge or cost related to the admission of a child to this academy.
APPENDIX

DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church, 1203*). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Board of Directors of Catholic academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church. Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors or Boards of Directors may request extra supporting evidence.
when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)
1. This document sets out the admission arrangements for Mesty Croft Academy. These arrangements are without prejudice and set by the board of directors. They are in compliance with the Schools Admission Code of February 2012.

2. The academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the Board of Directors of Mesty Croft Academy.

3. Notwithstanding these arrangements, the School’s Adjudicator may direct Mesty Croft Academy to admit a named student to Mesty Croft Academy on application from an LA. Before doing so the Adjudicator will consult the Academy. Reference in the codes to admission authorities shall be deemed to be references to the Board of Directors of the Academy. The academy will participate in the co-ordinated admission arrangements operated by Sandwell LA.

I: ADMISSION ARRANGEMENTS APPROVED BY THE SCHOOL’S ADJUDICATOR

4. The admission arrangements for Mesty Croft Academy for the year 2017/2018 and, subject to any changes approved by the School’s Adjudicator, for subsequent years are:

   a) Mesty Croft Academy has an agreed admission number of 60 students. Mesty Croft Academy will accordingly admit 60 students in the relevant age group each year if sufficient applications are received.

   b) Mesty Croft Academy may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, Mesty Croft Academy will consult those listed below. Pupils will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the School’s Adjudicator. For example if Mesty Croft is named as the school on a Statement then the child will be admitted if all agencies agree that
Mesty Croft can provide suitable arrangements for that child.

**Process of application**

5. Applications for places at the academy will be made following the LA’s procedures, and parents will complete their application form and return it to the local authority in the time frame given. Mesty Croft Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by Sandwell Local Authority:

a) September – The academy will publish on its website information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2017 for admission in September 2018). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. **Please note that, to be considered for admission, all applicants must complete and submit Sandwell Local Authority’s common application form, including Mesty Croft Academy as one of their preferences.** The academy will also provide information to the local authority for inclusion in the composite prospectus, as required.

b) September/October – The academy will provide opportunities for parents to visit.

c) September to mid January – Parents complete the common application form of Sandwell Local Authority and return it to them to administer.

**Timetable of Co-ordinated Scheme**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 January 2018</td>
<td>Closing date for return of application forms, together with any supplementary forms (as required) to Sandwell LA</td>
</tr>
<tr>
<td>16 February 2018</td>
<td>Details of applications to be sent from Sandwell LA to Mesty Croft Academy</td>
</tr>
<tr>
<td>27 February 2018</td>
<td>Mesty Croft Academy to provide LA with list of applicants in criteria order</td>
</tr>
<tr>
<td>16 April 2018</td>
<td>Offer day</td>
</tr>
</tbody>
</table>
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 May 2018</td>
<td>Date by which parents must confirm acceptance of offers</td>
</tr>
<tr>
<td>14 May 2018</td>
<td>Any appeal should be received by this date (20 school days following notification that application was unsuccessful)</td>
</tr>
<tr>
<td>By 25 May 2018</td>
<td>Any places that have become available are allocated to parents in priority order in accordance with the admission criteria</td>
</tr>
</tbody>
</table>

Dates subject to agreement with neighbouring local authorities

**Consideration of applications**

6. Mesty Croft Academy will consider all applications for places. Where fewer than 60 applications are received, the academy will offer places to all those who have applied.

7. **Criteria used where Mesty Croft Academy is oversubscribed**

   1. Looked after children or previously looked after children.
   2. Non statemented students where the child 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 and this requires admission to the school applied for. i.e. **no other school can accommodate the child's needs.** We will require written supporting evidence from a relevant **professional,** e.g. Doctor or Specialist which **must** be sent **at the time of the application.** Copies should be sent to Mesty Croft Academy direct. Examples of physical/mental impairment that may require entry to a specific school include:

      - Mobility or co-ordination problems; speech, hearing or eyesight impairment; or progressive conditions e.g. cancer, multiple sclerosis, muscular dystrophy; or recognised mental illness.

   3. Having a brother or sister at Mesty Croft Academy at the time of admission.
   4. Children attending Mesty Croft Nursery at the time of application.
   5. Distance measured in a straight line from a child’s house to the school’s main entrance (as determined by the Board of Directors). Priority will be given to those living closest to school.

[IL0: UNCLASSIFIED]
6. In the event of a tie break a random allocation will be made.

CHILDREN WHO HAVE A STATEMENT OF SPECIAL EDUCATIONAL NEEDS, WHICH NAMES A PARTICULAR SCHOOL WILL BE ADMITTED TO THE SCHOOL. THIS WILL MEAN THAT FEWER PLACES ARE AVAILABLE FOR OTHER PUPILS.

Mesty Croft Academy operates an equal opportunities policy. This means that we will treat each of your preferences as a first preference even though you have ranked them in order.

MESTY CROFT RESERVES THE RIGHT TO WITHDRAW A PLACE IN EXCEPTIONAL CIRCUMSTANCES.

Operation of waiting lists

8. Subject to any provisions regarding waiting lists in the LA’s co-ordinated admission scheme, the academy will operate a waiting list. Where in any year Mesty Croft Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by Mesty Croft Academy and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

9. Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

10. The waiting list will be reviewed every 6 months and parents contacted to see if they still require a place on the waiting list.

Arrangements for appeals panels

11. Parents will have the right of appeal to an Appeal Panel if they are dissatisfied with an admission decision of the academy. The Appeal Panel will be made up of members from Sandwell Local Authority, who are independent of Mesty Croft Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The academy will prepare guidance for parents about how the appeals process will work and provide a named contact who can answer any
enquiries they may have about the process.

Objections to the admission arrangements of both maintained schools and academies can be made to the School Adjudicator directly whose decision is binding and enforced.

The School’s Adjudicator may investigate the admission arrangements of any school that the Adjudicator considers do not or may not comply with the mandatory requirements in the Code or law.

**Arrangements for admitting students to other year groups, including to replace any students who have left Mesty Croft Academy**

12. Subject to any provisions in the LA’s co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the academy must consider all such applications and if the year group applied for has a place available, admit the child.

If more applications are received than there are places available, our over subscription criteria will apply. Parents of children whose application is turned down are entitled to appeal.

**II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

**Consultation**

13. Mesty Croft Academy shall consult every 7 years on its proposed admission arrangements

14. The academy will consult by 1st March and any changes determined by April 15th. Once determined these will be updated on the school’s website:

a) Consultation arrangements will be sent to Sandwell LA before the 1st May;

**Determination and publication of admission arrangements**

15. Following consultation, Mesty Academy will consider comments made by those consulted. The academy will then determine its admission arrangements by 15th April of the relevant year and notify
those consulted what has been determined.

Publication of admission arrangements

16. Mesty Croft Academy will publish its admission arrangements each year once these have been determined, by:

a) copies being sent to Sandwell LA and neighbouring local authorities.

b) copies being made available without charge on request from the academy

c) copies being sent to public libraries in the area of Sandwell LA and neighbouring local authorities for the purposes of being made available at such libraries for reference by parents and other persons.

d) publication of the admission arrangements on the academy website

17. The published arrangements will set out:

a) the name and address of the academy and contact details.

b) a summary of the admissions policy, including oversubscription criteria.

c) numbers of places and applications for those places in the previous year.

d) arrangements for appeals procedures.

Representations about admission arrangements

18. Where any of those bodies that were consulted, or that should have been consulted, make representations to the academy about its admission arrangements, the academy will consider such representations before determining the admission arrangements. Where the academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the academy’s admission arrangements they can make representations to the Schools Adjudicator who will consider the representation and in so doing will consult Mesty Croft Academy. Where it is judged appropriate, the Adjudicator may direct the academy to amend its admission arrangements.
19. Those consulted have the right to ask the academy to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the School’s Adjudicator to direct the academy to increase its proposed published admissions number. The Secretary of State will consult Mesty Croft Academy and will then determine the published admission number.

20. In addition to the provisions at paragraphs 18 and 19 above, the School’s Adjudicator may direct changes to Mesty Croft Academy’s proposed admission arrangements and, in addition to the provisions above, the School’s Adjudicator may direct changes to the proposed published admissions number.

Proposed changes to admission arrangements by Mesty Croft Academy after arrangements have been published

21. Once the admission arrangements have been determined for a particular year and published, the academy will propose changes only if there is a major change of circumstances. In such cases, the academy must notify those consulted under paragraph 18 above of the proposed variation and must then apply to the Secretary of State setting out:

a) the proposed changes;

b) reasons for wishing to make such changes;

c) any comments or objections from those entitled to object.

Need to secure the School’s Adjudicators approval for changes to admission arrangements

22. The School’s Adjudicator will consider applications from Mesty Croft Academy to change its admission arrangements only when the academy has notified and consulted the proposed changes as outlined above.

23. Where the academy has consulted on proposed changes the academy must secure the agreement of the School’s Adjudicator before any such changes can be implemented. The academy must seek the School Adjudicator’s approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

24. The School’s Adjudicator can approve, modify or reject proposals.
from the academy to change its admission arrangements.

25. Records of applications and admissions shall be kept by the Mesty Croft Academy for a minimum period of ten years and shall be open for inspection by the School’s Adjudicator.
Bristnall Hall Academy

1. Introduction
1.1. Academy Transformation Trust is the admissions authority for its academies. The Board of Academy Transformation Trust has delegated to the Local Governing Body of the academy the decisions about which children to admit, within the parameters of this policy.
1.3. All children whose statement of special educational needs or education health and care plan names the academy must be admitted (paragraph 1.6 of the School Admissions Code, December 2014). For information on our SEN local offer, visit the academy website.
1.4. Where fewer applications are received than the number of places available for a relevant age group (normal age that pupils are admitted to the academy) then all applicants will be offered a place.
1.5. Where there are more applications than places for a relevant age group then the oversubscription criteria shall be used to determine which children are offered a place.

2. How to apply
2.1. If you are applying for a place during the normal admissions round (application to start at the academy in the age group when other children are normally admitted (see paragraphs 11.1, 11.2, 11.3 and 11.6 for exceptions)) then you should use the Common Application Form (CAF) provided by your home Local Authority (the Local Authority for the area in which you live). Not all Local Authorities refer to the application form as a CAF and many are now providing the option to apply online. You should check the application process for your home Local Authority. For the purposes of this policy the application process will be referred to as CAF submission.
2.2. The deadline for applications during the normal admissions round is:
   - 31 October for Year 7 and Year 12
   - 15 January for Reception and Year 3
2.3. Applications received after the deadline will be treated as late applications and will therefore be considered in accordance with the relevant home Local Authority’s co-ordinated scheme (see your home Local Authority’s website for details).
2.4. For admission into all other year groups or after the deadline please see section 3 below.
3. In-Year Admissions
3.1. In-Year admissions occur when an application for admission is made outside the normal admissions round. Applications should be made on your home Local Authority’s application form, or using the LA online system (if available). Please do not do both. Addresses for the return of completed hard copy forms can be found in appendix 1.

4. How many pupils will be admitted?
4.1. Each academy has set the number of pupils that will be admitted during the normal admissions round, this number is the Published Admissions Number (PAN).
4.2. If the number of applications received for an academy exceeds the admission number then the oversubscription criteria will be used to determine which pupils are allocated a place.
4.3. The admission numbers for our academies are listed in appendix 2.

5. Oversubscription Criteria
5.1. If there are more applications for places than there are places available, we will give preference to children according to the following rules in this order of priority (see paragraph 11.4, 11.5 for exceptions):
5.2. Looked after children and all previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after) in accordance with section 22 of the Children’s Act 1989.
5.3. Siblings; which for the purposes of this policy are defined as: children living permanently at the same address as a child attending the academy at the time of their admission (including children in the 6th Form)
5.4. Other children by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address. Distances are measured from the main entrance of the child’s property address point to the academy’s property address point on the site where the child will predominantly be based.

6. Application of the Oversubscription Criteria
6.1. The address given on the application form will be used to assess whether another child attending the academy is living at the same address. The child’s address will be compared to the addresses held in the academy records.
6.2. The address given on the application form will be used to assess
the straight line distance between the child’s property address point and the academy’s property address point for the site where they will predominantly be based.

6.3. Where a child lives with parents that have shared responsibility for the child, the “address” shall be considered as the home which the child resides for the majority of the school week.

6.4. The unit postal address or quartering area address will be used as the “address” when considering applications from children of UK service personnel against the oversubscription criteria, providing the application is accompanied by an Assignment Order that declares a relocation date and the address.

6.5. We will accept changes to the address up to the CAF submission deadline.

6.6. If following the application of oversubscription criteria two or more applicants cannot be separated for the final place at an academy then random allocation will be used to determine the priority for that place; except in the case where the applicants that cannot be separated live at the same address, in which case the academy should admit them all. Where random allocation is used, the names of the applicants will be entered into a hat and a name will be selected from the hat by someone independent of the academy.

7. When do I find out if my child has been offered a place?

7.1. If you have applied using the CAF and your application was submitted by the deadline you will receive notification from your Local Authority advising you of the school your child has been allocated. Notifications are issued on:

7.2. 1 March or next working day for Year 7 and Year 12
7.3. 16 April or next working day for Reception and Year 3
7.4. For late applications made using the CAF you will receive a notification from the Local Authority advising you of the school your child has been allocated on a date in line with the Local Authority policy on late applications.

7.5. The academy is unable to comment on your application prior to the above dates.

7.6. Once a place has been allocated at the academy, you will be contacted by the academy regarding the induction process.

8. What happens if I have not been allocated a place?

8.1. If your child has not been allocated a place at one of our academies then their name will be added to our waiting list. If a place at the academy becomes available children will be admitted from the waiting

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Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

list.
8.2. You also have the right to appeal the decision.

9. Waiting Lists
9.1. The academy will maintain a waiting list for each year group. Children are only added to the waiting list following an application to join the academy.
9.2. The waiting list for the normal admissions year group (relevant age group) will be cleared on 1 January each year. The waiting list for all remaining year groups will be cleared at the end of June each year. If you would like your child to remain on the waiting list you will need to reapply for a place at the academy.
9.3. Children are ranked on the waiting list in order of the oversubscription criteria above.
9.4. Children allocated a place at the academy in accordance with the Fair Access Protocol will take priority over children on the waiting list.
9.5. The Fair Access Protocol is an agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the waiting list. Such children are shared out to make sure no one school has to take too many of these children. As a Trust we are committed to participating in the Fair Access Protocol.

10. Appeals
10.1. Appeals should be submitted directly to Academy Transformation Trust on the appeals form in appendix 3.
10.2. For applications made on the CAF during the normal admissions round the deadline for submitting an appeal is:
   - 16 April or next working day for applications to join Year 7 or Year 12
   - 20 May or next working day for applications to join Reception or Year 3
10.3. For all other applications the deadline for submitting an appeal is 20 school days from the date of your notification letter.
10.4. Once you have submitted your appeals form we will acknowledge receipt of the form within 5 school days. The appeals hearing will take place prior to the end of the academic year (or within 30 school days for in-year admissions). You will receive at least 10 school days’ notice of the appeals hearing date and additional information will be provided at this time.
10.5. If you miss the deadline for lodging an appeal, where possible we will try to hear your appeal within the same timeframe as if it had been
on time. However if this is not possible it will be heard at a later date.

10.6. Appeals will be heard by an Independent Appeals Panel and
conducted in accordance with the School Admission Appeals Code
2012.

11. Exceptions

Applications for Reception
11.1. The academy will make arrangements for all children allocated a
place at the academy to be admitted in September full-time. You can
request that the date your child is admitted to the academy is deferred
until later in the academic year or that your child attends the academy
part time until they reach compulsory school age. Your child must be in
attendance at the academy in the final term of the academic year for
which the original application was accepted.

Applications for Year 3
11.2. If your child is due to finish Infant School and you would like them
to attend a school where Year 3 is not the lowest year group in the
academy, then you should list the Primary Academy on your CAF and
the application will be assessed as if you had made an in-year
application (see paragraph 3).

Applications for Year 12
11.3. Applications for Year 12 can be made using the CAF; however,
you also have the option to apply directly to the academy. For details on
how to apply directly you should contact the Head of 6th Form.
11.4. Entry to 6th Form is dependent on meeting the academic
requirements for your chosen courses, details of which can be obtained
from the relevant academy. The oversubscription criteria will only be
applied to those applicants meeting the academic requirements, where
there are more applicants meeting the requirements than places.

Statements of Special Educational Needs and Education Health and
Care Plans
11.5. All children whose statement of special educational needs or
education health and care plan names the academy will be admitted.
These children will be admitted irrespective of the number of pupils in
the academy and before the oversubscription criteria are applied.

Applications for admission outside a child’s normal age group
11.6. Parents have the right to seek a place for their child outside of their
 chronological age group. Where parents wish an academy to consider
this option for an individual child, the parents should contact the
Principal at the individual academy and provide relevant information to
allow the academy to make a decision on whether such an application
would be considered.
### Appendix 1 – In-Year Admission Form postal addresses

<table>
<thead>
<tr>
<th>Primary Admission</th>
<th>In-Year Admissions Form Return Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iceni Academy, Hockwold</td>
<td>Admissions, 8th Floor, County Hall, Martineau Lane, Norwich, NR1 2DH</td>
</tr>
<tr>
<td>Jubilee Academy</td>
<td>School Admissions, Walsall MBC, 2nd Floor, Civic Centre, Darwall Street, Walsall, WS1 1TP</td>
</tr>
<tr>
<td>Kingsmoor Academy</td>
<td>School Admissions, Essex County Council, P.O. Box 4261, Chelmsford, CM1 1GS</td>
</tr>
<tr>
<td>Norwich Road Academy</td>
<td>Admissions, 8th Floor, County Hall, Martineau Lane, Norwich, NR1 2DH</td>
</tr>
<tr>
<td>Ravens Academy</td>
<td>School Admissions, Essex County Council, P.O. Box 4261, Chelmsford, CM1 1GS</td>
</tr>
<tr>
<td>Star Academy, Sandyford</td>
<td>Star Academy, Sandyford, Burnaby Road, Tunstall, Stoke-on-Trent, ST6 5PT</td>
</tr>
<tr>
<td>Sun Academy</td>
<td>School admissions and Transport Service, Staffordshire County Council, 2 Staffordshire Place, Tipping Street, Stafford ST16 2DH</td>
</tr>
<tr>
<td>Great Heath Academy</td>
<td>Great Heath Academy, Girton Close, Mildenhall, Suffolk SP28 7PT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior Admission</th>
<th>In-Year Admissions Form Return Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admirals Academy</td>
<td>Admissions, 8th Floor, County Hall, Martineau Lane, Norwich, NR1 2DH</td>
</tr>
<tr>
<td>Diamond Academy</td>
<td>Admissions, 8th Floor, County Hall, Martineau Lane, Norwich, NR1 2DH</td>
</tr>
</tbody>
</table>
### Secondary Admission (inc 6th Form) vs. In-Year Admissions Form Return Address

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bristnall Hall Academy</td>
<td>School Admissions Sandwell Council, Sandwell Council House PO Box 16320, Freeth St, Oldbury, West Mida B69 9EX</td>
</tr>
<tr>
<td>Hathaway Academy</td>
<td>Thurrock Council, Children’s Services, School Admissions, PO Box 118, Grays, RM17 6GF</td>
</tr>
<tr>
<td>Iceni Academy, Methwold</td>
<td>Iceni Academy, Stoke Road, Methwold, Norfolk, IP26 4PE</td>
</tr>
<tr>
<td>Mark Hall Academy</td>
<td>Mark Hall Academy, First Avenue, Harlow, Essex, CM17 9LR</td>
</tr>
<tr>
<td>Mildenhall College Academy</td>
<td>Mildenhall College Academy, Bury Road, Mildenhall, Suffolk, IP28 7HT</td>
</tr>
<tr>
<td>Sutton Community Academy</td>
<td>Sutton Community Academy, High Pavement, Sutton-in-Ashfield, Notts, NG17 1EE</td>
</tr>
<tr>
<td>The Dukeries Academy</td>
<td>The Dukeries Academy, Whinney Lane, New Ollerton, Newark, NG22 9TD</td>
</tr>
<tr>
<td>The Nicholas Hamond Academy</td>
<td>The Nicholas Hamond Academy, Brandon Road, Swaffham, Norfolk, PE37 7DZ</td>
</tr>
<tr>
<td>Westbourne Academy</td>
<td>Westbourne Academy, Marlow Road, Ipswich, IP1 5JN</td>
</tr>
</tbody>
</table>

### Appendix 2 – Academy PANs

<table>
<thead>
<tr>
<th>Admission into Reception</th>
<th>Admission Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iceni Academy, Hockwold</td>
<td>20</td>
</tr>
<tr>
<td>Jubilee Academy</td>
<td>30</td>
</tr>
<tr>
<td>Kingsmoor Academy</td>
<td>60</td>
</tr>
<tr>
<td>Norwich Road Academy</td>
<td>60</td>
</tr>
<tr>
<td>Ravens Academy</td>
<td>60</td>
</tr>
<tr>
<td>Star Academy, Sandyford</td>
<td>30</td>
</tr>
<tr>
<td>Sun Academy</td>
<td>30</td>
</tr>
<tr>
<td>Great Heath Academy</td>
<td>90</td>
</tr>
</tbody>
</table>

[IL0: UNCLASSIFIED]
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

### Admission into Year 3

<table>
<thead>
<tr>
<th>School</th>
<th>Admission Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admirals Academy</td>
<td>90</td>
</tr>
<tr>
<td>Diamond Academy</td>
<td>60</td>
</tr>
</tbody>
</table>

### Admission into Year 7

<table>
<thead>
<tr>
<th>School</th>
<th>Admission Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bristnall Hall Academy</td>
<td>190</td>
</tr>
<tr>
<td>Hathaway Academy</td>
<td>180</td>
</tr>
<tr>
<td>Iceni Academy, Methwold</td>
<td>160</td>
</tr>
<tr>
<td>Mark Hall Academy</td>
<td>210</td>
</tr>
<tr>
<td>Mildenhall College Academy</td>
<td>210</td>
</tr>
<tr>
<td>Sutton Community Academy</td>
<td>150</td>
</tr>
<tr>
<td>The Dukeries Academy</td>
<td>180</td>
</tr>
<tr>
<td>The Nicholas Hamond Academy</td>
<td>150</td>
</tr>
<tr>
<td>Westbourne Academy</td>
<td>200</td>
</tr>
</tbody>
</table>

1.1 The number of places available in Year 12 for our academies is listed below. The PAN for each of our academies, however where an applicant meets the minimum entry requirements we will exceed PAN if we are able to.

### Admission into Year 12

<table>
<thead>
<tr>
<th>School</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bristnall Hall Academy</td>
<td>50</td>
</tr>
<tr>
<td>Iceni Academy, Methwold</td>
<td>100</td>
</tr>
<tr>
<td>Mildenhall College Academy</td>
<td>220</td>
</tr>
<tr>
<td>Sutton Community Academy</td>
<td>90</td>
</tr>
<tr>
<td>The Dukeries Academy</td>
<td>150</td>
</tr>
<tr>
<td>The Nicholas Hamond Academy</td>
<td>75</td>
</tr>
</tbody>
</table>

**Appendix 3 – Admission Appeals Form**

For an appeal form please visit the Academy Transformation Trusts [website](http://www.academytrust.com).
George Salter Academy

Please refer to schools website for admission criteria

This policy is subject to ratification by the schools adjudicator and determination by the Governing Body
Holly Lodge Foundation High School, College of Science

Holly Lodge School Admissions Policy – Sept 2017

General Principles
Holly Lodge is an 11-18 mixed comprehensive situated in the South Smethwick area of Sandwell. Its Published Admission Number (PAN) for Year 7 in September 2017 will be 280.

The main principle of admission to Holly Lodge is to maintain the character of the school as a comprehensive school, providing for the needs of young persons within the 11-18 age range, who live in the St Pauls Ward, which is the schools ‘priority admission area’ (definition can be obtained from the school or Local Authority). There is no guarantee of a place for children living in the priority admission area.

The school will endeavour to provide places for all pupils whose parents wish them to attend Holly Lodge provided that they can be accommodated within the PAN.

The school participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by all applicants. Offers of places will be made on the basis of information provided on the Common Application Form.

As required by Regulations the school will give first priority to applications on behalf of children currently in public care (looked after children) and children who have previously been in public care. Children with a statement of Special Educational Needs (EHCP) naming the school must also be admitted. This will reduce the number of places available under the schools PAN for other applicants.

In year admissions
Where there are places in a year group, the school will consider applications for in year admissions based on the criteria below. The school will only consider applications termly. Students wishing to join the school mid-year will only be admitted at the beginning of each academic term.

The school will continue to work within the LA Hard to Place protocol and will admit their fair share of children who are allocated through the Hard to Place panel.

Criteria for admission
When applications for admission exceed the number of places available the following criteria will be applied, in the order set out below, to decide which children to admit. These criteria will continue to be used to allocate places should any fall vacant after the initial allocation:

[IL0: UNCLASSIFIED]
1. Children in public care (Looked After Children) and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. To meet a child’s medical needs (recommended and supported by a doctors certificate).
3. Children residing in the priority admission area with a brother or sister (sibling) attending the school at the time of application with a reasonable expectation they will be on role at the school at the date of proposed admission. This includes siblings in the sixth form.
4. Children residing in the priority admission area, priority being given to such children by the shortest Distance from School (see definition below).
5. Children residing outside the priority admission area with a brother or sister (sibling) attending the school at the time of application with a reasonable expectation they will be on role at the school at the date of proposed admission. This includes siblings in the sixth form.
6. Children residing outside the priority admission area, priority being given to such children by the shortest Distance from School.

Definitions and Further Details

The Priority Admission Area (Catchment Area)

The Priority admission area (catchment area) is the St Pauls Ward. A list of addresses included in the priority admission area can be obtained from the school on request or the Local Authority Admissions.

Siblings

Siblings are defined as the following:
- Brothers and sisters who have the same parents and live at the same address
- Half-brothers and half-sisters where one of the parents is the same and the children live at the same address.
- Step brothers and step sisters where the children are related by
the marriage of their parents and live at the same address.
- Adopted brothers and sisters living at the same address.
- Children of two unmarried parents living at the same address.

(Proof of sibling link may be required.)

**Distance From the school**
The measurement used will be a straight line distance from the main entrance of the school on Holly Lane to the main door of the residence, with those living nearest to the school being given priority. Residences with a common front door (e.g. apartments/flats) will be treated equally with the measurement taken to that common front door.

**Residence**
The residence is defined as the address at which a parent with parental responsibility lives and is the permanent residence of the child for the majority of the school week (Sunday to Thursday night).

**Waiting Lists**
The parents/carers of students who are unsuccessful in gaining a place in the normal round of applications may write to the Headteacher at Holly Lodge to request that the student’s name is placed on a waiting list for a place, irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available, it will be allocated from the waiting list according to the Admissions Criteria listed above.

**Appeals**
Appeals against decisions not to admit a pupil will be heard by the schools Appeals Panel, once a term. The decision will be given to the family within 10 school days following the hearing. If a student is successful in gaining a place through appeal, they will be admitted to the school at the beginning of the next term.

**6th form admissions**

**Section 1 – General principles**
Holly Lodge offers a range of Level 3 qualifications to sixth form students and a number of these require minimum grades at GCSE. Our policy is to ensure that students accepted into the sixth form can be placed on appropriate courses where they are likely to succeed. For this reason all applicants are invited to attend an interview with our staff to discuss the most suitable courses of study.
The sixth form capacity for Year 12 commencing in September 2017 will be 100.
Students of Holly Lodge year 11 will be encouraged to apply for the sixth form. Applications from students wishing to transfer from another school...
and who meet the relevant entry requirements will be considered if there are places available on the preferred courses of study after allocation has been made to the current Holly Lodge Year 11 candidates. In all cases the same admission criteria and oversubscription criteria will apply (see below). Entry to the 6th form will only be considered for the beginning of the next academic year. Year 13 students who have studied Year 12 courses elsewhere will also be considered at this point.

**Section 2 - Definitions and Details**

**Application Deadlines**

Internal and external candidates should apply by the appropriate date stated in the current sixth form prospectus. Meeting the requirements of any course is no guarantee that the applicant will automatically be offered a place on their preferred course. Entry into Year 13 for external applicants will depend on the requirements for the course for which entry is sought, the availability of a place within that course and the applicant’s results from any module taken in Year 12.

**Academic requirements**

The following guide has been produced to help you make course choices for your education following completion of your GCSEs. Below shows the routes of entry that are available to you and how they relate to one another. Please note these routes are based on your average GCSE point scores.

**Please note that all BTEC courses and grades count as one single grade.**

---

**I have an average points score of 45 points or above - including a C grade in English Language and Mathematics.**

You are allowed to select from all subjects - if choosing any Science course or Mathematics you must still achieve a B grade or above in that chosen subject.

**I have an average points score of between 41-44 points - including a C grade English Language and Mathematics.**

You may only select **two** from Biology/Chemistry/Physics & Mathematics if you have a B grade in those subjects if you so wish, plus any two others.
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

I have an average points score between 39-40 points- including a C grade in English Language or Mathematics.

You may select 3 AS/A2 subjects but not any subject from Biology/ Chemistry Physics & Mathematics. Your choice can include A level and BTEC courses some of which are double awards this would count for 2 courses plus a retake in Mathematics or English Language.

<table>
<thead>
<tr>
<th>GCSE Point Scores</th>
<th>Level 2 BTEC Point Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>A* = 58 points</td>
<td>Dis* = 58 points</td>
</tr>
<tr>
<td>A = 52 points</td>
<td>Dis= 52 points</td>
</tr>
<tr>
<td>B = 46 points</td>
<td>Merit= 46 points</td>
</tr>
<tr>
<td>C = 40 points</td>
<td>Pass= 40 points</td>
</tr>
<tr>
<td>D = 34 points</td>
<td></td>
</tr>
<tr>
<td>E = 28 points</td>
<td></td>
</tr>
<tr>
<td>F = 22 points</td>
<td></td>
</tr>
<tr>
<td>G = 16 points</td>
<td></td>
</tr>
</tbody>
</table>
**Phoenix Collegiate**

**Admissions Policy**

**General Principles**

Phoenix Collegiate is an 11-19 mixed comprehensive situated in the North of West Bromwich/South Wednesbury area of Sandwell. Its Published Admission Number (PAN) for Year 7 in September 2017 will be 330.

The main principle of admission to Phoenix Collegiate is to maintain the character of the school as a comprehensive school, providing for the needs of young persons within the 11-19 age range.

The school participates in Local Authority co-ordinated scheme and all deadlines within that should be adhered to by all applicants. Offers of places will be made on the basis of information on the Common Application Form.

As required by the Regulations the school will give first priority to applications on behalf of children in public care (looked after children) and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Children with statements of Special Educational Needs naming the school must also be admitted. This will reduce the number of places available under the schools PAN for other applicants.

**In year admissions**

Where there are places in a year group, the school will consider applications for in year admissions based on the criteria below.

The school will continue to work within the LA Hard to Place protocol and will admit their fair share of children who are allocated through the Hard to Place panel.

[IL0: UNCLASSIFIED]
Criteria for admission

When applications for admission exceed the number of places available the following criteria will be applied, in the order set out below, to decide which children to admit. These criteria will continue to be used to allocate places should any fall vacant after the initial allocation. (In all cases children with Statements of Special Educational Needs naming Phoenix Collegiate will be admitted before other applicants).

1. Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or a special guardianship order).

2. Children with a particular medical condition which can be met most appropriately by the school. Applications must be accompanied by a medical declaration form signed by the child’s General Practitioner or Consultant confirming the condition and detailing the child’s needs. All applications under this criterion will be assessed by the Governing Body to decide whether the child’s needs can be met most appropriately by the school.

3. Having a brother or sister at the school (but not in 6th Form) at the time of admission.

4. Distance measured in a straight line from a child’s home to the school’s main entrance (as determined by the Head Teacher).

Definitions and Further Details

Siblings

Siblings are defined as the following:

- Brothers and sisters who have the same parents and live at the same address
- Half-brother and half-sisters where one of the parents is the same and the children live at the same address.
- Step brothers and step sisters where the children are related by marriage of their parents and live at the same address.

[IL0: UNCLASSIFIED]
Adoption numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

- Adopted brothers and sisters living at the same address.
- Children of two unmarried parents living at the same address (Proof of sibling link may be required.)

Distance From the school

The measurement used will be a straight line distance from the main entrance of the school on Clarkes Lane to the main door of the residence, with those living nearest to the school being given priority. Residences with a common front door (e.g. apartments/flats) will be treated equally with the measurement taken to that common front door.

Residence

The residence is defined as the address at which a parent with parental responsibility lives and is permanent residence of the child for the majority of the school week (Sunday to Thursday night).

Waiting Lists

The parents/carers of students who are unsuccessful in gaining a place in the normal round of applications may write to the Head Teacher at Phoenix Collegiate to request that the student’s name is placed on a waiting list for a place, irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available, it will be allocated from the waiting list according to the Admissions Criteria listed above.

Appeals

Appeals against decisions not to admit a pupil will be heard by a Local Authority Independent Appeals Panel. The decision will be given to the family within 10 school days following the hearing. If a student is successful in gaining a place through appeal, they will be admitted to the school at the earliest opportunity.
6th Form Admissions

Section 1- General Principles

Phoenix Collegiate offers a range of qualifications to sixth form students and some of these require minimum grades at GCSE. Our policy is to ensure that students accepted into the sixth form can be placed on appropriate courses where they are likely to succeed. For this reason all applicants are invited to attend a meeting and interview with our staff to discuss the most suitable courses of study.

The sixth form capacity for Year 12 commencing September 2015 will be 150.

Students of Year 11 will be encouraged to apply for the sixth form. Applications from students wishing to transfer from another school and who meet the relevant entry requirements will be considered if there are places available on the preferred courses of study after allocation has been made to the current Year 11 candidates. In all cases the same admission criteria and oversubscription criteria will apply (see below).

A total of 10 places will be available in the sixth form to students entering the school for the first time (i.e. have not attended in Year 11).

Section 2- Definitions and Details

Application Deadlines

Internal and external candidates should apply by the appropriate date stated in the current sixth form prospectus.

Academic requirements

The following table indicates the entry criteria which students must meet:

| For courses at Level 3 –AS/A2 | 5 A* - C passes at GCSE (or equivalent) in 5 separate subjects including English and Maths. |

[IL0: UNCLASSIFIED]
For Courses Level 3 – BTEC/OCR National

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 A* - C passes at GCSE (or equivalent) in 4 separate subjects including English or Maths.</td>
</tr>
</tbody>
</table>

For courses at level 2

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 A* - E passes at GCSE (or equivalent) in 5 separate subjects</td>
</tr>
</tbody>
</table>

For courses at level 1

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2A* - G passes at GCSE (or equivalent)</td>
</tr>
</tbody>
</table>

In addition to many Pathway One subjects have additional entry requirements. These can be seen below:

Accounts: Minimum GCSE Grade C in English (Higher Tier)
Biology: Minimum GCSE Grade B in Separate Science or Grade B in Science and Grade B in Additional Science
Chemistry: Minimum GCSE Grade B in Separate Science or Grade B in Science and Grade B in Additional Science
Dance: Minimum GCSE Grade B in Dance
Design and Technology: Minimum GCSE Grade C in Design and Technology
Digital Photography: Minimum GCSE Grade C in Art and Design
English Literature, Language and Language and Literature: Minimum GCSE Grade B in English and English Literature
Geography: Minimum GCSE Grade C in Geography

History: Minimum GCSE Grade C in History
Mathematics: Minimum GCSE Grade B in Mathematics
Media Studies: Minimum GCSE Grade C in English (preferably Higher Tier)
Philosophy and Ethics: Minimum GCSE Grade C in English (preferably Higher Tier)
Physics: Minimum GCSE Grade B in Separate Science or Grade B in Science and Grade B in Additional Science
Psychology: Minimum GCSE Grade B in English
Sociology: Minimum GCSE Grade B in English

Meeting the requirements of any course is no guarantee that the applicant will automatically be offered a place on his or her preferred choices.

To ensure progression to Year 13 for Pathway One, you must have passed a minimum of two AS courses to a grade E. You will not be able to continue any courses where a grade U is awarded.

To ensure progression to Year 13 for Pathway Two, you must have
completed all your Btec modules to pass level, in a minimum of three subjects
Entry into year 13 for external applicants will depend on the requirements for the course for which entry is sought, the availability of a place within that course and the applicant’s results from any modules taken in year 12.
Oldbury Academy

The Governing Body for Oldbury Academy is the Admissions Authority and complies with all legislation regarding admissions via the funding agreement for the school. Governors have determined that it will comply with the co-ordinated admissions scheme for Sandwell which requires all parents to complete a preference form provided by the LA.

The Admission number is 310.

The Academy will apply the following criteria where there are more applications than places available.

- Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- Children with a particular medical condition which can be met most appropriately by the Academy. Applications must be accompanied by a medical declaration form signed by the child's General Practitioner or Consultant confirming the condition and detailing the child's needs. All applications under this criterion will be assessed by the Governing Body to decide whether the child's needs can be met most appropriately by the Academy.
- Children having a brother or sister at the Academy (but not in sixth form) at the time of admission.
- 10 places are allocated to children on the basis of the applicant's aptitude for physical education/sports, as determined in accordance with the assessment regimes.
- Children will be prioritised by distance measured in a straight line from a child's home to the Academy's main entrance (as determined by the head teacher), with priority being given to those living closest to the school. (The distance is measured from the ordnance survey address point for the property.)

[IL0: UNCLASSIFIED]
NB. Children with statements of special needs, naming a particular school will be admitted before all other applicants.

**Admission to Sixth Form**

Post-16 places may be available for students who are not currently attending the Academy.

Admission thresholds are summarised in the table below:

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>5A*-C passes at GCSE (or equivalent)*</td>
</tr>
<tr>
<td>Level 2</td>
<td>5A*-G passes at GCSE (or equivalent)*</td>
</tr>
<tr>
<td>Level 1</td>
<td>2A*-G passes at GCSE (or equivalent)</td>
</tr>
<tr>
<td>Foundation GNVQ level</td>
<td>2A*-G passes at GCSE (or equivalent)</td>
</tr>
</tbody>
</table>

**Mid-year Admission Requests**

In the case of a mid-year request for admission, a student will be considered eligible for transfer if:

- There are available places in the relevant year group
- They have not been permanently excluded from two or more previous schools
- The student is willing and able to recognise his/her commitment to a new academy
- Adequate support for the transition and the subsequent education of the student exists in the family, extended family or supported family
- The needs of the student will not be such as to unfairly disadvantage
- The induction of the students can be met and supported within existing resources and is manageable.

Prior to admission, one or more interviews with the parents/carers will take place and the original academy will be contacted. Agencies may be contacted as appropriate.
Appeals

Appeals regarding a failure to gain a place at the Academy will at present be dealt with according to the Appeals process of Sandwell Local Authority.
Ormiston Sandwell Community Academy

1. Policy statement and principles

1.1 Policy aims and principles

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy’s admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

This policy details the academy’s arrangements for admissions and will apply to all admissions. This includes in-year admissions within this period.

Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have open days during the year, these will be publicized on the academy website. Arrangements for visits outside of these dates can be made through the senior leader for Transition and Behaviour, Mrs. Garner.

The academy will consult on the admissions arrangements at least once every seven years or if there are changes made to the arrangements.

This policy is consistent with all other policies adopted by the academy and is written in line with current legislation and guidance.

1.2 Complaints

All complaints are dealt with under the OAT Complaints Policy.

Complaints should be made in writing and will follow the OAT complaint procedures and set timescales. The handling of complaints may be delegated to an appropriate person.

The outcome of the complaint will be communicated in writing.

1.3 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
As a result of any other significant change or event
In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to Mr A N Morgan, Acting VP, in the first instance for him to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

The academy admits students between the ages of 11-18. The main intakes are:

- Secondary
- Sixth form

We encourage entry at the academy’s main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

2.1 Definitions

The academy uses the following definitions when applying this policy:

Distance
This is the straight line distance between the academy main gate and the child’s home address (front door). Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

Dual address
Where a child lives at two different addresses, the ‘home’ address will be determined as the address at which the child resides for the majority of the week, where the child is registered with a doctor and / or where the child benefit is paid.

Siblings
A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent’s marriage
- An adopted or foster child living in the same household under the terms of the residents order

[IL0: UNCLASSIFIED]
Another child living in the same household where the adult has parental responsibility

In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

2.2 Eligibility criteria

Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non EU national that has –
  - ‘Exceptional’ or ‘Indefinite Leave to Remain’ in this country
  - Refugee status
  - Parent(s) who has residency as a condition on their legal employment status in this country

2.3 Waiting list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if the number of students falls below the admissions limit of the academy.

The academy will maintain a waiting list until 31 December following the main academy intake. Each added child will require the list to be ranked again in line with the academy’s oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received.

2.4 Withdrawal of a place

The academy will only withdraw an offer of a place if:
- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh
The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.5 Determining arrangements and consultation

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

The academy will consult on admissions arrangements when changes to the academies arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on their admission arrangements at least once every seven years, even if there have been no changes during that period.

We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy’s consultation then these will be sent to OAT. Any subsequent changes will be made will be in consultation with OAT.

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Complaints about admissions arrangements

Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy’s arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

Complaints about the appeals panel can be made to the Secretary of State.
3. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact Mrs. G Garner, senior leader transition and behaviour, on 01215525501.

Number of spaces (PAN)
The academy has an agreed admission number of 180 per year.

Application process
Applications for the 2016/17 academic year begins September 2015
Applications for the 2017/18 academic year begins September 2016

To apply you need to complete the local authority’s (LA) common application form (CAF) and submit this directly to the LA by the deadline, 31 October.

Late applications will not be considered until all other applications have been reviewed.

All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

If the number of applications is less than the number of spaces then all children will be offered places.

Oversubscription criteria
If the academy receives more applications than there are available places then children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. Students who are in public care and students who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
2. Students with exceptional medical, social, or other needs that can only be met by providing a place at Ormiston Sandwell Community Academy, rather than any other school/academy.
3. Students with a sibling at the school including the sixth form, at the
time of admission. A sibling is defined as a brother or sister, half brother or sister or step brother or sister whose main residence is at the same address.

4. Children of staff employed by the Academy or appointed to commence employment at the Academy

5. The remaining places to be offered to students living closest to the Academy (regardless of which primary school the student attends).

Within categories 3 and 4 above, priority will be determined on the basis of distance between home and the Academy, as measured in a straight line from home to the main entrance of the Academy.

Applications made under criterion 2 will only be considered if supporting evidence from an appropriate professional or other suitably qualified person (e.g. doctor or social worker) is attached to the application form.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance the local authorities Fair Access Protocol. In-year admissions forms can be obtained from http://www.sandwell.gov.uk/info/200303/school_admissions/349/apply_for_a_school_place

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student’s admission.

If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

Unsuccessful applications
The academy will inform the child’s parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information...
about the right to appeal, deadlines and contact details.

A timetable for organising and hearing appeals will be set and published on the academy’s website by 28 February each year for the normal admissions round. The academy will inform OAT of any admissions appeals.

Parents, and in some circumstances children, have the right to appeal against the academy’s decision to refuse admission. Appeals must be lodged within 20 academy days from the date notified of an unsuccessful application and set out in writing the grounds for appeal. Any appeals submitted after the appropriate deadline will still be heard, this will be in accordance with the timescale set out in the published timetable.

Members of the panel will not have a vested interest in the outcome of the panel or have prior involvement of in earlier stages of the proceedings. The composition of the panel will not include any person that is disqualified under the School Admissions (Appeal Arrangements) (England) Regulations 2012.

The following deadlines will apply:

- Appeals will be heard within 40 academy days from the deadline for lodging appeals or within 30 academy days of the appeal being lodged

- In-year admissions appeals will be heard within 30 academy days of the appeal being lodged

The panel (by majority) will decide whether to uphold or dismiss the appeal. Where an appellant fails / is unable to attend and it is impractical to offer an alternative date, the appeal may go ahead and be decided on the written information submitted. If a panel upholds the appeal the academy is required to admit the child. All parties will be informed of the appeal outcome within five academy days of the hearing.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

4. Sixth form admissions

The process detailed in this section is for admissions for sixth form admissions. For further information on this process please contact Mr
Wagstaff, Acting Assistant Principal.

Number of spaces
The academy has an agreed admission number of 90 per year.

Application process
Applications for the 2016-17 academic year begins October 2015. The closing date for applications for this year is 15th January 2016.

Applications for the 2017-18 academic year begins October 2016. The closing date for applications for this year is 15th January 2017.

To apply you need to complete the academy’s form and submit this directly to the academy by the deadline. Applications are available from the Academy reception, or via the OSCA website. Further information can be obtained from Julie Yates, OSCA Sixth admin on 0121 5525501. The academy will contact the student applying directly about the outcome of their application by Monday 1st February 2016.

Late applications will only be considered where there are a surplus of places in the academy / course(s) applied for once the oversubscription criteria has been applied.

Selection criteria;

Students starting level courses will be expected to have a minimum of 5 A*-C grades in GCSE and equivalents. Individual courses have more specific criteria.

In-year admissions
Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year. We will also consider whether it is appropriate to place a student in the class late based on the learning that has been missed. If the student is transferring from another sixth form and was doing an equivalent course this will be taken into account in deciding whether a place can be offered.

In-year admissions forms can be obtained from the academy.

It the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the
Secretary of State will be binding upon the academy.

Unsuccessful applications
The academy will inform the child’s parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

A timetable for organising and hearing appeals will be set and published on the academy’s website by 28 February each year for the normal admissions round. The academy will inform OAT of any admissions appeals.

Parents, and in some circumstances children, have the right to appeal against the academy’s decision to refuse admission. Appeals must be lodged within 20 academy days from the date notified of an unsuccessful application and set out in writing the grounds for appeal. Any appeals submitted after the appropriate deadline will still be heard, this will be in accordance with the timescale set out in the published timetable.

Members of the panel will not have a vested interest in the outcome of the panel or have prior involvement in earlier stages of the proceedings. The composition of the panel will not include any person that is disqualified under the School Admissions (Appeal Arrangements) (England) Regulations 2012.

The following deadlines will apply

- Where the offer of a place is conditional upon exam results, appeals will be heard within 30 academy days of confirmation of those results
- Where the offer of a place would not have been conditional upon exam results, appeals will be heard within 40 academy days of the deadline for lodging appeals
- In-year admissions appeals will be heard within 30 academy days of the appeal being lodged

The panel (by majority) will decide whether to uphold or dismiss the appeal. Where an appellant fails / is unable to attend and it is impractical to offer an alternative date, the appeal may go ahead and be decided on the written information submitted. If a panel upholds the appeal the academy is required to admit the child. All parties will be informed of the appeal outcome within five academy days of the hearing.

A child is allowed to be on the academy waiting list while lodging an appeal.
appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.
Ormiston Forge Academy

1. Policy statement and principles

1.1 Policy aims and principles

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

This policy details the academy's arrangements for admissions and will apply to all admissions from 9th March 2016 to 8th March 2017. This includes in-year admissions within this period.

Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicised on the academy website and on social media. Arrangements for visits outside these dates can be made through the academy office.

The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

1.2 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective
If there are urgent concerns these should be raised to the Principal in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

The academy admits students between the ages of 11-19. The main intakes are:
- Secondary
- Sixth form

We encourage entry at the academy’s main intake time so as to aid academic progression without interruption; however, applications are welcome for entry in any year.

2.1 Definitions

The academy uses the following definitions when applying this policy:

Distance
This is the straight line distance between the academy main gate and the child’s home address (front door).
Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

Dual address
Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

Siblings
A sibling is defined as:
- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent’s marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has
parental responsibility

In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

2.2 Eligibility criteria

Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non EU national that has –
  - ‘Exceptional’ or ‘Indefinite Leave to Remain’ in this country
  - Refugee status

2.3 Waiting list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

The academy will maintain a waiting list until 31 December following the main academy intake each September. Each added child will require the list to be ranked again in line with the academy’s oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

2.4 Withdrawal of a place

The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

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The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.5 Determining arrangements and consultation

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

The academy will consult on admissions arrangements when changes to the academies arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy’s consultation then these will be sent to OAT. Any subsequent changes will be made will be in consultation with OAT.

Once our admissions arrangements have been have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, the Vice-Principal responsible for Inclusion. Contact
with the academy must be made at the earliest opportunity to avoid any delays in the application process.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy’s governing body. A panel of at least three governors will consider the admission request based on the student’s:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

2.7 Complaints about admissions arrangements

Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy’s arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

Complaints about the appeals panel can be made to the Secretary of State.

3. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact the Principal.

Number of spaces (PAN)
The academy has an agreed admission number of 310 per year.

Application process
Applications for the 2017/18 academic year begins 1st September 2016

To apply you need to complete the local authority’s (LA) common application form (CAF) and submit this directly to the LA by the deadline, 31 October. Details of applying for a secondary school place in Sandwell LA can be found at www.sandwell.gov.uk/schooladmissions.

Late applications will not be considered until all other applications have been reviewed.

All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

Selection criteria
If the number of applications is less than the number of spaces then all children will be offered places.

Oversubscription criteria
If the academy receives more applications than there are available places then children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).

2. Children with a particular medical condition which can be met most appropriately by the preferred school. Applications submitted under this criterion must be accompanied by a medical declaration form, ASU75/M signed by the child’s General Practitioner or Consultant confirming the condition and detailing the child’s needs. All
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

applications under this criterion will be assessed by the LA to decide whether the child’s needs can only be met by the preferred school.

3. Children having a sibling at the preferred school at the time of admission, including the 6th form.

4. Children prioritised by distance measured in a straight line from a child's home** to the preferred school’s main entrance (as determined by the Principal).

5. Definitive tie-breaker: in the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of the Local Authority.

**Measured from the Ordnance Survey address point for the property.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance with the local authorities Fair Access Protocol. In-year admissions forms can be obtained from the academy office.

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student’s admission.

If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

Unsuccessful applications

The academy will inform the child’s parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information

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about the right to appeal, deadlines and contact details.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

4. Sixth form admissions

The process detailed in this section is for admissions for sixth form admissions. For further information on this process please contact the Vice-Principal responsible for Key Stage 5.

Number of spaces

The academy has agreed published admission number of up to 180 applicants per year.

For entry to Sixth Form courses, Year 11 students must have displayed aptitude, ability and commitment to profit from further education in the subjects they have taken.

Application process

Applications for the 2016/17 academic year begins in December 2015

The closing date for applications for this year is June 1st 2016.

To apply you need to complete the academy’s form and submit this directly to the academy by the deadline June 1st 2016. Application forms can be found on the academy website, www.ormistonforgeacademy.co.uk/admissions/6th-form. The academy will contact the student applying directly about the outcome of their application.

The academy’s policy is to ensure that students accepted into the sixth form can be placed on appropriate courses where they are likely to succeed. For this reason all applicants are invited to attend a meeting with sixth form staff to discuss the most suitable courses of study. Late applications will only be considered where there are a surplus of places in the academy / course(s) applied for once the oversubscription criteria has been applied.

Selection criteria

All internal candidates seeking transfer to our sixth form, and all external candidates seeking admission to the our sixth form, will need to have the
same minimum academic qualifications for entry.

Entry to AS/A2 programmes of study is considered with a minimum of 5 GCSE grades in appropriate subjects at A*-C including Maths and English or an equivalent BTEC plus English and Maths.

Some of our specialist advanced courses do have higher entry requirements and students are encouraged to discuss these requirements with subject staff at our Open Evening. For one-year Vocational programmes and GCSE re-sits students must normally have gained GCSE passes at Grade D to F.

For students to progress from AS to A2 study they are expected to achieve a minimum of 3 grade D’s at AS. This measure encourages our students to work hard at AS and recognise that success at A2 is served by meeting the challenges of Year 12 study.

Oversubscription criteria

If the academy receives more applications that meet the selection criteria above than there are available places, priority for admission will be in line with the oversubscription criteria set out below:

1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).

2. Applications from candidates who meet the academic requirements will be considered first. Where a particular course is oversubscribed and the academy cannot reasonably run a parallel group the places will be offered to those internal candidates who have the better grades in all their GCSEs. Places will offered on any alternative courses that have vacancies to any student affected by this criterion.

3. Definitive tie-breaker: in the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of the Local Authority.

In-year admissions

Applications for in-year admissions are considered in the same way as
those made at the beginning of the academic year. We will also consider whether it is appropriate to place a student in the class late based on the learning that has been missed. If the student is transferring from another sixth form and was doing an equivalent course this will be taken into account in deciding whether a place can be offered.

In-year admissions forms can be obtained from the academy office.

If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The decision of the Secretary of State will be binding upon the academy.

Unsuccessful applications The academy will inform the child’s parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.
Q3 Academy

Q3 ACADEMY GREAT BARR

DETERMINED ADMISSIONS ARRANGEMENTS FOR SEPTEMBER 2017

STATEMENT OF CRITERIA
The Published Admission Number (Year 7 students) for Q3 Academy Great Barr is 210.

THE ADMISSION OF STUDENTS TO THE Q3 ACADEMY GREAT BARR
1. This document sets out the proposed admission arrangements for the Q3 Academy Great Barr. Admission into Year 7 will be academically non-selective.

2. Q3 Academy Great Barr has a capacity of 1180 students including a Sixth Form of 250 students. Q3 Academy Great Barr will accordingly admit 210 students in Years 7 & 8 and 180 students in Years 9, 10 & 11.

YEAR 7 ADMISSIONS
Q3 Academy Great Barr admits 210 students each year in Year 7.

Applications for places at the Academy will be made in accordance with Sandwell Local Authority’s co-ordinated admission arrangements. This will be made on the Common Application Form (CAF) provided and administered by Sandwell LA. Applications must be made to Sandwell Local Authority (www.sandwell.gov.uk/schooladmissions) on their CAF no later than 31st October. Successful applications will be notified on National Offer Day 1st March.

CONSIDERATION OF APPLICATIONS
3. The Q3 Academy Great Barr will consider all applications for places. Where fewer than 210 applications are received than there are places available, Q3 Academy Great Barr will offer places to all those who have applied.

LATE APPLICATIONS
4. Late applications for places will only be considered alongside those received by the closing date under the following circumstances:

a) When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.
b) When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to the preferred school after the closing date but before the allocation of places has been made.
c) When a child who is in public care (looked after) or was previously in public care moves into Sandwell after the closing date, but before the allocation of places has been made.
d) When a sibling has commenced at the preferred school after the closing date but before the allocation of places has been made.
e) When the applicant is a single parent and was prevented from submitting their application on time due to long term illness of more than six weeks duration from the date on which application forms became available.

PROCEDURES WHERE THE Q3 ACADEMY GREAT BARR IS OVERSUBSCRIBED

5. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with an Education, Health and Care Plan where the Q3 Academy Great Barr is named, the criteria will be applied in the order in which they are set out below:

a) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order

b) admission of students whose siblings (brother, sister, stepbrother and stepsister) currently attend the Academy (including the Sixth Form) and who will continue to do so on the date of admission;

c) admission of students on the basis of proximity to the Academy using straight line measurement from the main entrance of the Academy to the child’s home. This is all calculated by Sandwell LA and is explained in their determined admission arrangements 2017/2018.
d) In the event that 2 or more applicants tie for last place during the application process the final place shall be decided using an independently verified random allocation.

e) Twins and multiple births - Special conditions will apply in the event that one child from a set of twins or other multiple births does not gain admission to the preferred school through the admissions criteria. The Academy will exceed the admission number for the school concerned to prevent separation of twins or children from multiple births.

OPERATION OF WAITING LISTS

6. Subject to any provisions regarding waiting lists in the LAs co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Q3 Academy Great Barr receives more applications for places than there are places available, a waiting list will operate until 31st December. This will be maintained by Q3 Academy Great Barr and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

7. Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 5a-e. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Whenever a child leaves or joins the waiting list, it will be reordered in accordance with the oversubscription criteria.

ARRANGEMENTS FOR APPEALS PANELS

8. Parents will have the right of appeal to an Independent Appeals Panel if they are dissatisfied with an admission decision of Q3 Academy Great Barr. The Appeal Panel will be independent to the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the DfE. The determination of the appeals panel will be made in accordance with the Code of Practice on School Admission & Appeals and is binding on all parties.

Admission of children outside their normal age group
Parents may request that their child be admitted outside their normal age group. When such a request is made, the Academy Trust will make
a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

a) By writing to the Principal of the Academy Trust, C/O Q3 Academy, Wilderness Lane, Great Barr, Birmingham, B43 7SD outlining reasons for the application outside of normal age group.
b) You will need to send evidence including statement from Headteacher of current Primary school and any medical evidence you wish to been seen prior to your meeting with the Principal.
c) Letters must be received no later than 31st October.
d) Interviews will be carried out in January prior to National Offer day on 1 March.

PROCEDURES FOR IN’ YEAR ADMISSIONS TO THE ACADEMY

9. Requests for admission into other year groups should be made on the In-Year Application Form and in accordance with the Local Authority’s co-ordinated scheme for In-Year admissions. The form is available from the Local Authority and can also be downloaded from the Local Authority website (www.sandwell.gov.uk/schooladmissions). Parents not living in Sandwell should contact the Local Authority in which they live for an application form.

DEFINITIONS:

Looked after children
The Children’s Act 1989 defines a child who is ‘looked after’ as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38). An ‘adoption order’ is an order under Section 46 of the Adoption and Children Act 2002. A ‘Child arrangements order’ is an order setting out the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children’s Act 1989. Section 14A of the Children’s Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Sibling
A sibling refers to a brother or sister, half brother or sister, adopted
brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living at the same address. The sibling must be in the Academy at the time of application and be likely to remain in the Academy at the proposed date of admission.

**Home Address**
A student’s home address will be regarded as the address of the parent/carer with parental responsibility with whom the child normally lives. Where a child spends time with parent/carers at more than one address, the address used to allocate a school place will be the one at which the student is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. Where care is shared equally between parents, the address used to allocate a place will be the one at which the child is registered with their GP. If there is any query on the home address this will be checked against original official documentation eg council tax bill, a recent utility bill (gas, electric or water), a rental agreement, child benefit annual statement or family tax credit information.

**NOTES:**
Note 1: Residence in flats: In the case of flats or multiple occupancy, measurement will be taken from the main entrance of the building.

Note 2: Tie Breaker: In the event that two or more applicants tie for the last place during the allocation process the final place shall be decided by an independently verified random allocation.
Q3 Academy- Langley

Q3 ACADEMY LANGLEY

DETERMINED ADMISSIONS ARRANGEMENTS FOR SEPTEMBER 2017

STATEMENT OF CRITERIA

1. The Published Admission Number (Year 7 students) for Q3 Academy Langley is 240 (with the exception of the first year of operation, where the PAN was 150).

THE ADMISSION OF STUDENTS TO THE Q3 ACADEMY LANGLEY

2. This document sets out the proposed admission arrangements for the Q3 Academy Langley. Admission into Year 7 will be academically non-selective.

3. Q3 Academy Langley has a proposed capacity of 1500 students including a Sixth Form of 300 students. Q3 Academy Langley will accordingly admit up to 240 students in the relevant age group each year if sufficient applications are received (with the exception of the first year of operation, where the PAN was 150).

YEAR 7 ADMISSIONS

The Academy will operate a phased approach to admissions during the first year of operation to accommodate the phased building programme (PAN was 150 in September 2016). The Academy will admit up to 240 Year 7 students, in September 2017.

Applications for places at the Academy will be made in accordance with Sandwell Local Authority’s co-ordinated admission arrangements. This will be made on the Common Application Form (CAF) provided and administered by Sandwell LA. Applications must be made to Sandwell Local Authority (www.sandwell.gov.uk/schooladmissions) on their CAF no later than 31st October. Successful applications will be notified on National Offer Day 1st March.

CONSIDERATION OF APPLICATIONS

4. The Q3 Academy Langley will consider all applications for places. Where fewer than 240 applications are received than
there are places available, Q3 Academy Langley will offer places to all those who have applied.

**LATE APPLICATIONS**

5. Late applications for places will only be considered alongside those received by the closing date under the following circumstances:

a) When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.

b) When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to the preferred school after the closing date but before the allocation of places has been made.

c) When a child who is in public care (looked after) or was previously in public care moves into Sandwell after the closing date, but before the allocation of places has been made.

d) When a sibling has commenced at the preferred school after the closing date but before the allocation of places has been made.

e) When the applicant is a single parent and was prevented from submitting their application on time due to long term illness of more than six weeks duration from the date on which application forms became available.

**PROCEDURES WHERE THE Q3 ACADEMY LANGLEY IS OVERSUBSCRIBED**

6. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with an Education, Health and Care Plan where the Q3 Academy Langley is named, the criteria will be applied in the order in which they are set out below:

a) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order

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b) admission of students whose siblings (brother, sister, stepbrother and stepsister) currently attend the Academy and who will continue to do so on the date of admission;

c) admission of students on the basis of proximity to the Academy using straight line measurement from the main entrance of the Academy to the main entrance to the child’s home. This is all calculated by Sandwell LA and is explained in their determined admission arrangements 2017/2018.

d) In the event that 2 or more applicants tie for last place during the application process the final place shall be decided using an independently verified random allocation.

e) Twins and multiple births - Special conditions will apply in the event that one child from a set of twins or other multiple births does not gain admission to the preferred school through the admissions criteria. The local authority will exceed the admission number for the school concerned to prevent separation of twins or children from multiple births.

OPERATION OF WAITING LISTS

7. Subject to any provisions regarding waiting lists in the LAs co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Q3 Academy Langley receives more applications for places than there are places available, a waiting list will operate until 31st December. This will be maintained by the Q3 Academy Langley and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

8. Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 5a-e. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Whenever a child leaves or joins the waiting list, it will be reordered in accordance with the
oversubscription criteria.

ARRANGEMENTS FOR APPEALS PANELS

9. Parents will have the right of appeal to an Independent Appeals Panel if they are dissatisfied with an admission decision of Q3 Academy Langley. The Appeal Panel will be independent to the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the DfE. The process for appeals is as follows:

The Independent Appeals Panel

a) The Appeals Panel is independent of the Local Authority (LA) and individual schools.

b) The decision of the Panel is binding on parents, the LA and schools.

c) The completed form, together with any supporting information must be submitted to Sandwell LA by no later than Thursday 31 March 2017 to:

School Admissions, Sandwell Council House, P.O. Box 16230, Freeth Street, Oldbury, West Midlands, B69 9EX.

Parent Support Line: 0121 569 6765
Email: annual_schooladmissions@sandwell.gov.uk

Admission of children outside their normal age group
Parents may request that their child is admitted outside their normal age group. When such a request is made, the Academies Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head of School and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows:

a) By writing to the Academies Trust, C/O Q3 Academy, Wilderness Lane, Great Barr, Birmingham, B43 7SD outlining reasons for the application outside of normal age group.

b) You will need to send evidence including statement from Headteacher of current Primary school and any medical evidence you wish to been seen prior to your meeting with the Head of School.

c) Letters must be received no later than 31st October.

[IL0: UNCLASSIFIED]
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

**d)** Interviews will be carried out in January prior to National Offer day on 1 March.

**PROCEDURES FOR IN YEAR ADMISSIONS TO THE ACADEMY**

10. Requests for admission into other year groups should be made on the In-Year Application Form and in accordance with the Local Authority’s co-ordinated scheme for In-Year admissions. The form is available from the Local Authority and can also be downloaded from the Local Authority website (www.sandwell.gov.uk/schooladmissions). Parents not living in Sandwell should contact the Local Authority in which they live for an application form.

**DEFINITIONS:**

**Looked after children**

The Children’s Act 1989 defines a child who is ‘looked after’ as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

An ‘adoption order’ is an order under Section 46 of the Adoption and Children Act 2002.

A ‘Child arrangements order’ is an order setting out the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children’s Act 1989. Section 14A of the Children’s Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

**Sibling**

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living at the same address. The sibling must be in the Academy at the time of application and be likely to remain in the Academy at the proposed date of admission.

**Home Address**

A student’s home address will be regarded as the address of the parent/carer with parental responsibility with whom the child normally lives. Where a child spends time with parent/carers at more than one...
address, the address used to allocate a school place will be the one at which the student is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. Where care is shared equally between parents, the address used to allocate a place will be the one at which the child is registered with their GP. If there is any query on the home address this will be checked against original official documentation eg council tax bill, a recent utility bill (gas, electric or water), a rental agreement, child benefit annual statement or family tax credit information.

NOTES:

**Note 1: Residence in flats:** In the case of flats or multiple occupancy, measurement will be taken from the main entrance of the building.

**Note 2: Tie Breaker:** In the event that two or more applicants tie for the last place during the allocation process the final place shall be decided by an independently verified random allocation.
RSA Academy
Admission Number – 180
Admissions 2017/2018

The RSA Academy admission priorities are detailed below:

1. Students who are in public care or have previously been in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Students whose siblings currently attend the Academy and will continue to do so at the date of admission. Please note that this does not apply if the sibling is in Post-16 provision at the Academy.
   The sibling definition is the same of that of the Local Sandwell Authority; blood brothers/sisters with the same address, half-brothers/sisters with the same address, step brothers/sisters with the same address and children whose parents aren’t married but who live at the same address.
3. Students on the basis of proximity to the Academy using straight line measurement from the main entrance of the Academy to the child’s home.

In the case of flats or multiple occupancy, measurement will be taken from the main entrance of the building.

The RSA Academy is an independent, state funded school which has an agreed admission limit of 180 per year for admission into year 7 and 100 places per year for admission into Post 16. Where the Academy receives more applications for year 7 than it has places available, the criteria listed above will apply.

Application Process
The RSA Academy will comply with national co-ordinated admissions scheme for Sandwell which requires all parents to complete a preference form provided by the LA. In completing this form, the RSA Academy must be listed as one of the preferences on the LA form.
Inaccurate or false information will invalidate applications to the RSA Academy. On receipt of the application details, the RSA Academy will liaise with the Local Authority over preferences and rankings and agree places to be offered. The RSA Academy will follow the Sandwell agreed definitions of address, siblings, twins and multiple birth applications.

Closing date for applications is 31st October 2016. For more information please visit the Sandwell Admissions page on:
Appeals and Waiting Lists
Those who are offered a place at the RSA Academy will be informed on 1st March by the Local Authority. Parents who are not offered a place through this process have a right to appeal against the decision. An Independent Appeals panel will be appointed in accordance with the Code of Practice for School Admission Appeals. If the RSA Academy is oversubscribed, parents will automatically be placed on a waiting list until the end of December, in coalition with the Sandwell waiting list and, should vacancies arise within this time, will be offered a place in accordance with the published admissions criteria. Parents will need to re-apply after this date to remain on the Academy waiting list for the rest of the Academic year.

Prospective applicants should please note that the RSA Academy operates a five term year and as such has different holiday dates to other schools in Sandwell.

Admission to Sixth form
Applicants for entry at Post 16 should contact the Academy directly for an application pack or complete the online application form; full Post 16 course details can also be accessed online. Up to 20 Post-16 places will be made available for students who are not currently attending the Academy.

All admission thresholds are contained within the Post 16 Prospectus and are summarised in the table below:

<table>
<thead>
<tr>
<th>Level of Course</th>
<th>Type of Course</th>
<th>Entry Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>International Baccalaureate Diploma</td>
<td>At least 5 GCSEs at ‘C’ grade or above, including English Language and Mathematics. ‘B’ grades are desirable in subjects which students wish to study. Other course specific requirements required: IB Higher Level Mathematics will require applicants to have obtained a grade ‘A’ at GCSE; IB Music requires proficiency in an instrument.</td>
</tr>
</tbody>
</table>
### Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

<table>
<thead>
<tr>
<th></th>
<th>Program Name</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>International Baccalaureate</td>
<td>Career-related Certificate At least 5 GCSEs or equivalent at ‘C’ grade or above, including English Language and Mathematics. When selecting the Vocational component an interest and experience in this or a related subject is preferable.</td>
</tr>
<tr>
<td>3</td>
<td>Vocational Subjects/Combination of Subjects.</td>
<td>At least 5 GCSEs or equivalent at ‘C’ grade or above; 'C' grades in English Language and Mathematics are required to progress. An interest in working in a career related to the subject area is desirable.</td>
</tr>
<tr>
<td>3</td>
<td>Football Academy – Extended Diploma in BTEC Sport with Coaching Award</td>
<td>At least 5 GCSEs or equivalent at ‘C’ grade or above; 'C' grades in English Language and Mathematics are desirable. An interview and practical assessment will form of the selection process</td>
</tr>
</tbody>
</table>

Entry to all Post 16 subjects is subject to satisfactory impartial advice and guidance from the home school, Connexions and agreement over suitable option choices. Deadline for Post 16 applications is 30th April. In the event of there being more applications from qualifying students than there are places available, the admission priorities applying to the Academy will be used to determine those to be admitted. If it is necessary to refuse applications following the application of the admission priorities, parents/carers will have the right of an appeal to an Independent Appeal Panel.
Sandwell Academy

Rules of Admission to Year 7 for September 2017

The Rules of Admission have been agreed by the Governing Board in consultation with the DFE and Sandwell Children and Young People’s Services.

Sandwell Academy has an agreed admission number of 200 pupils. The Academy will then accordingly admit 200 Year 7 pupils each year.

Sandwell Academy will consider all applications for places. Where fewer than 200 applications are received, the Academy will offer places to all those who have applied.

Procedures where the Sandwell Academy is oversubscribed

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria in the order in which they are set out below.

All applicants will be tested using a NFER (National Foundation of Education Research) Non-Verbal Reasoning Test and placed into five ability bands with the same number of places in each band. All children will be placed in one of the bands and an equal number of children will be taken from each. No child can fail this test and therefore any requests to re-sit the assessment will be refused. The test will last one hour. The dates for the test are published on the back page of this document and are also found in Sandwell MBC's Admissions booklet. There will also be a ‘Mop Up’ testing date (usually up to five school days after the published dates) for any student who, for any reason, did not attend their first date and who requests a further date within that time scale. Any student not sitting the test at all will be considered for a place but only after all students who did attend testing have been considered. If places become available for students who have not taken the test, those applicants will be required to attend a further testing session to establish their band of ability to determine the allocation of places. The test results will be used to ensure that the Academy admits children of all abilities.
Within each Band, priority for places will be allocated to:

i) Children with an Education, Health and Care Plan (EHCP) or Statement of Educational Needs where the Academy is named in the Plan/Statement

ii) Children in Public Care (Looked After Children) or a child who was previously looked after but immediately after being looked after became subject of an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions

iii) Up to 10% of the total number of students based on sporting aptitude (ie up to 20). Places based on sporting aptitude will be allocated by numerical scores, based on a series of internationally recognised and standardised physical tests, to determine potential to succeed at a high level in Sport. The physical tests will measure aerobic endurance, speed, power, agility, co-ordination and flexibility. The physical tests are generic and measure aptitude across a range of sports for which the Academy has expertise and facilities

iv) Thereafter, taking into account (i) (ii) and (iii) above, for the towns Oldbury, Rowley Regis, Tipton and Wednesbury up to 30 places will be allocated and for the towns West Bromwich and Smethwick 40 places will be allocated, to each of town’s centroid point on the basis of distance between an applicant’s home address and the centroid point nearest to their home

Distance will be calculated according to a straight line measurement between the applicant’s home and the centroid point (as the crow flies). There will be six centroid points, one each in Oldbury, Rowley Regis, Smethwick, Tipton, Wednesbury and West Bromwich - see Centroid Map. There will be up to 30 places attached to each of the centroid points for the towns Oldbury, Rowley Regis, Tipton and Wednesbury and up to 40 places attached to each of the centroid points for the towns Smethwick and West Bromwich. These will be available to pupils on the basis of their proximity to the nearest centroid point.

Maintaining an equal allocation of places in the five ability bands will always be the determining factor when applying the oversubscription criteria. For the towns Oldbury, Rowley Regis, Tipton and Wednesbury
six places will be allocated in each of the five bands of ability and for the towns Smethwick and West Bromwich, eight places will be allocated in each of the five bands of ability. The following examples show how the Academy would allocate places:

Example 1  Only five applications in Band 3 Tipton – one further place would be allocated to the applicant with the shortest distance to one of the six Centroid Points using the distance criteria.

Example 2  More than six applications were eligible for places on sporting aptitude from Band 4 Oldbury – a maximum of six places would be allocated.

Preference is not given in favour of siblings or those with medical conditions.

Sandwell Academy will have the discretion to admit additional students over and above the agreed admission number of 200 pupils, when the application criteria has determined that twins or triplets would ordinarily be separated.

Procedures for Admission

As part of the National Co-ordinated Admissions Arrangements across all Admissions Authorities, parents are required to complete an online application form provided by their Local Authority. This form must be completed and submitted by 31 October 2016. Please note that Sandwell Academy must be named as one of the six preferences, if you wish to be considered for a place at the Academy.

The application will only be valid if all the required information submitted is correct and submitted by 31 October 2016.

Parents/ Carers should read the Sandwell MBC’S online ‘Sandwell schools admissions and appeals’ booklet which is comprehensive and can be accessed from this link: http://www.sandwell.gov.uk/downloads/file/4613/sandwell_schools_admissions_and_appeals_booklet

The Academy will liaise with Sandwell Local Authority who in turn will liaise with other neighbouring Local Authorities in line with the National Co-ordinated Admissions arrangement during the process. Parents need to be aware that the naming of Sandwell Academy and the ranking
on the Local Authority’s online form are taken into consideration by the Local Authorities and, as a consequence, by the Academy. If Sandwell Academy is not named on the Local Authority online form, a place will not be offered.

Applications received after the closing date will be considered where the Academy identifies that exceptional circumstances apply. Applications received after places have been offered will be kept on file and form the basis of the ‘Applications to Transfer to Year 7’ which will include casual admissions.

All applicants will be tested using the NFER Non-Verbal Reasoning Test and placed into five ability bands with the same number of places in each band. A date and time will be set for the prospective student to attend the NVR test. If you have not received notification of the test by TBC, please contact Academy Admissions.

Parents/Carers wishing for their child to be considered for the Sporting Aptitude should indicate this on the Information sheet which will be posted along with the NVR invitation and handed in at the Registration desk on the day of the NVR test. Please note the Sporting Aptitude notification of date and time will only be sent after your child has completed the NVR test. If you have not received notification of the Sporting Aptitude by TBC, please contact Academy Admissions.

Those who are offered a place at the Academy will be informed on Wednesday 1 March 2017 by the home Local Authority.

Those not offered admission will be informed on Wednesday 1 March 2017 and will have been offered a place at an alternative school by the home Local Authority.

**Criteria for allocation of places by Sporting Aptitude**

Decisions about which students to admit on the basis of sporting aptitude will be made based upon the standardised scores from the physical tests.

The physical tests will measure aerobic endurance, speed, power, agility, coordination and flexibility.

Each applicant will be awarded a standardised score with the applicants
with the highest scores being allocated places based on sporting aptitude. The physical tests are generic and measure aptitude across a range of sports for which the Academy has expertise and facilities.

Scores allocated to individual applicants on sporting aptitude will be made available to parents/guardians on request in writing.

We welcome applications for places on sporting aptitude from all academic abilities and those with Special Educational Needs.

**NB** - Should fewer than 20 applications based on sporting aptitude either be received or be deemed suitable for admittance on sporting aptitude, then places will continue to be allocated using the remaining criteria.

**Operation of waiting list and appeals**

Parents who do not obtain a place for their child may appeal against the decision. There will be an independent Appeals Panel appointed in accordance with the provisions of the statutory Code of Practice on School Admission Appeals.

If the Academy is oversubscribed, unsuccessful applicants will be placed on the Waiting List (if requested) which runs until **31 December 2016**. After that date there is an opportunity to apply to go on the Transfer List. If vacancies arise, those on the Waiting List/Transfer List will be offered a place using the Academy’s Admissions Criteria outlined previously.

**Further Admissions Information**

Sandwell Academy is committed to a fair and equal treatment of all individuals regardless of disability. The Academy will welcome applications from children with disabilities and has been designed and built to have provision and accessibility for people with disabilities so that they may be integrated fully into Academy life.

Residency of applicants must be established and proved at the time of application for a place. The Academy’s ruling on residence, as defined by the Funding Agreement is final. Any offer of a place that is fraudulently obtained will be withdrawn.
TIMETABLE FOR ADMISSIONS

Monday 18 July 2016  Rules of Admission available

Thursday 1 September 2016  Sandwell LA on-line application open to Sandwell residents

Monday 31 October 2016  Deadline for submission of Local Authority online form

TBC  Non-verbal Reasoning Testing (notification of date & time should be received by TBC– if not, contact Academy Admissions)

TBC  Sports Aptitude testing to take place (if applicable)

Wednesday 1 March 2017  Parents and Primary Schools notified of the result of applications

TBC  Deadline for return of Acceptance Form and Waiting List

TBC  Final deadline for submission of appeals against decisions

TBC  Appeals considered

[IL0: UNCLASSIFIED]
May – July 2017  Induction programme for new students

TBC  Induction Days for students
Shireland Collegiate Academy

Collegiate Academy Trust Admission Criteria and Process for Year 7
September 2017 for Shireland Collegiate Academy

Procedures for Admission

The Admissions Authority for Shireland Collegiate Academy is the Collegiate Academy Trust which will comply with the national co-ordinated admissions scheme. Shireland Collegiate Academy has an agreed admission number of 195 students.

As part of the national co-ordinated admissions arrangements across all Admissions Authorities, **parents MUST complete an online registration form provided by their Local Authority by 31 October 2016**. To apply for Shireland Collegiate Academy parents of prospective pupils will also be required to complete a separate registration form which must be returned to the Collegiate Academy Trust, Shireland Collegiate Academy, Waterloo Road, Smethwick B66 4ND by 31 October 2016. Parents must be aware that all the preference forms and registration forms must be completed and returned by the closing date 31 October 2016.

Preference forms received after the closing date will be considered where the Local Authority identifies that exceptional circumstances apply.

Preference forms received after the places have been offered will be kept on file and form the basis of the ‘Applications to Transfer to Year 7’. Those who are offered a place at the Academy will be informed on 1 March 2017 by the home Local Authority.

Those not offered admission will be informed on 1 March 2017 and will be offered a place at an alternative school by the home Local Authority.

**Procedures when the Academy is oversubscribed**

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria in the order in which they are set out below.

- Children with a statement of Special Educational Needs or an Education Health and Care Plan (EHCP) where Shireland Collegiate Academy is specifically named.
- Children in Public Care and children who were previously in Public Care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

[IL0: UNCLASSIFIED]
• A total of 20 applicants (10% of the total number of places) with an aptitude for the Arts. The definition of Arts is Art, Dance, Drama and Music. (The word aptitude means a gift or talent. It denotes a potential or propensity to develop an ability given appropriate teaching or preparation. In other words, aptitude plus preparation equals future ability.)
• Siblings (brother and sister at the Academy at the time of admission, not including Sixth Form)
• Thereafter, on the basis of distance between their home address and the main entrance to the Academy. (Distance will be calculated according to a straight line measurement between the applicant’s home and the main entrance to the Academy as measured by an external consultant)

**Fair Banding**
The Collegiate Academy Trust will use norm referenced banding to achieve an intake representative of the ability profile of applicants. This is a method of achieving an intake which reflects the range of abilities of the children applying to a particular school. It is not a way of selecting children by high academic ability or aptitude for a particular subject. Shireland uses fair banding as an oversubscription criterion; all children applying for a place are distributed into one of five equal sized ability bands based on their performance in an assessment test. Places are then allocated within each band using the other oversubscription criteria detailed above. Within bands, priority is not given according to performance in the test. The Local Authority will allocate places and will do so according to the Code of Practice.

The assessment tests will be held at Shireland Collegiate Academy during December (all children who have returned a registration form by the closing date will be sent the relevant information). A ‘mop-up’ session will be offered to students who for any reason could not attend their first date. Students not sitting the test at all will be considered for a place but only after all those who did attend testing have been considered.

**Arts Aptitude Places**
Students wishing to be considered for a place based on aptitude for The Arts must indicate this on the Shireland Collegiate Academy registration
form. If the application is not successful based on arts aptitude the application will then be automatically considered using the remaining criteria. Parents should be aware that a registration form must be returned to the Shireland Collegiate Academy, Waterloo Road, Smethwick, West Midlands B66 4ND by 31 October 2016.

**Operation of waiting list and appeals**
If the Academy is oversubscribed and children have been refused admission because other applicants have a higher priority for admission under the published admission criteria, then those applicants who are unsuccessful will automatically be placed on the waiting list. This will be maintained by the Local Authority. Children placed on the waiting list will be ranked in accordance with the Academy’s published admissions criteria. For Sandwell schools, waiting lists will normally operate until the end of the Autumn Term.
Parents will have the right of appeal to an Independent Appeals Panel if they are dissatisfied with an admission decision. The arrangements for appeals will be in line with the Code on School Admission Appeals published by the Department for Education. The determination of the Appeals Panel will be made in accordance with the Code on School Admission Appeals and is binding on all parties. (For further information about appeals, see Appendix A)

**Timetable for Admissions**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2016</td>
<td>Local Authority Online Applications are available. Academy Registration Forms available from Shireland Collegiate Academy</td>
</tr>
<tr>
<td>31 October 2016</td>
<td>Deadline for Online Applications to the Local Authority and return of Registration Forms to Collegiate Academy Trust</td>
</tr>
<tr>
<td>December 2016</td>
<td>Fair Banding Assessment Tests held at Shireland Collegiate Academy</td>
</tr>
<tr>
<td>December 2016</td>
<td>Arts Aptitude Assessment held at Shireland Collegiate Academy</td>
</tr>
<tr>
<td>1 March 2017</td>
<td>Parents and Primary Schools notified of the result of applications</td>
</tr>
<tr>
<td>May/June 2017</td>
<td>Appeals considered</td>
</tr>
</tbody>
</table>

**Collegiate Academy Trust Admission Criteria and Process for In Year Applications for Shireland Collegiate Academy**
All in year admissions are managed by Sandwell Local Authority. Applications for places at Shireland should be made to the Local Authority in which the child lives. If this is not Sandwell, the application form will be forwarded to Sandwell by the other local authority.

If several requests for places in the same year are received at the same time, places will be offered according to the criteria set out below:

• Children with a Statement of Special Educations Needs or an Education Health and Care Plan (EHCP) where Shireland Collegiate Academy is specifically named.

• Children in Public Care and children who were previously in Public Care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

• Siblings (brother and sister at the Academy at the time of admission, not including Sixth Form)

• Thereafter, on the basis of distance between their home address and the main entrance to the Academy.

The Academy does not maintain waiting lists for in year applications.

Appendix A

Appeals
The Governing Body of Shireland Collegiate Academy (SCA) has contracted the appeals function to Sandwell Local Authority (LA). If you are unhappy with the school allocated to you (even if it was your first preference) and you wish to appeal, contact the LA’s Admission and Appeals Service for an appeal form. Before deciding to appeal, you may wish to contact the Advisory Centre for Education (0808 800 5793) who will provide you with free, impartial advice.

If you choose to exercise your right of appeal, arrangements will be made for you to attend an appeal hearing. The Appeals Panel is independent of the LA and SCA and is arranged by Democratic Services of the Council. The Panel will consist of 3 or 5 members. There will also be someone representing SCA (this will be a LA officer) and a clerk from Democratic Services in attendance. At the meeting, you will be invited to say why you would like your child to go to SCA rather than the one
offered. The LA officer will explain why a place at SCA has been refused.
You cannot appeal for SCA if you did not list it on your common application form. The LA recommends that you accept the school that has been offered to you even if you decide to appeal for SCA. By accepting the school offered, you will guarantee a school place for your child. If you refuse the place, you are likely to be reducing the options which may be available to you. Accepting the place will have no bearing on the outcome of your appeal.
Appeal hearings will normally be held within 40 school days of the deadline for submitting an appeal i.e during the late Spring and early Summer Terms. You will be given 10 days’ notice of an appeal hearing date and time. Appeals for heavily oversubscribed schools can last for up to two weeks. You will be notified of the decision no later than five school days after the last hearing unless there is good reason why the decision has been delayed.
The decision of the Panel is binding on parents, the LA and schools. The Council, Councillors and even Members of Parliament are unable to change its decision. If you think that the appeal process has been conducted unfairly you can complain to the Local Government Ombudsman. However, the Ombudsman does not have the power to change the decision of the Panel.
All arrangements for allocation of school places and for appeals will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department for Education.

**Post 16**

**Making an Application**
Information concerning the Post 16 is available to view on the Shireland Collegiate Academy website along with details of courses available and option blocks. Applicants must complete the application form on the website which is available from:  
http://thelearningbank.co.uk/shireland/Post%2016/
The closing date for receipt of applications for admission into Post 16 in September 2017 is 30th June 2017. The Academy begins its Academic Year at the start of each July.
Students entering Shireland Post 16 will be expected to read and sign a learning agreement which outlines the commitment required to be successful in Post 16 study and the support that students can expect to receive from Academy staff. In addition, Post 16 students must recognise that they are part of a large community and have a
responsibility to abide by our dress code and conduct themselves in a manner that supports the Academy ethos.

**Admissions Criteria**
Students with Statements of Special Educational Need or Education, Health and Care Plans
The law requires the Academy to admit students with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) where a Local Authority has specifically named Shireland Collegiate Academy as the most appropriate placement and where they meet the academic requirements of their chosen course. These applications will usually be agreed in advance of the main allocation process. Where they are a late application, the Academy can be required to admit even if the admission number for external applicants has been reached. Students with a Statement of Special Educational Needs or EHCP admitted to the Resource Unit will be allocated places in excess of the admission number (to be limited to the maximum capacity of the Resource Unit).

**Other Students**
Admission to Post 16 will be as follows:
- Students currently in Year 11 at Shireland Collegiate Academy (internal applicants) and Students from outside the Academy currently in Yr11 (external applicants) who can demonstrate the ability to meet the Academic entry criteria.

- Students from outside the Academy currently in Yr12 (external applicants).

- For Physical Education and Arts based subjects, students will have to demonstrate a degree of technical proficiency by audition including team working.

Academic criteria are usually a GCSE grade, but may include further skills required to be successful on a course as indicated on the subject description of each course on the Academy website.

The agreed minimum admission number for external applicants is 20 for entry in September 2017. The anticipated capacity for Post 16 (Years 12 and 13) in September 2017 is 300. The Academy has only a limited
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

capacity to offer certain courses. For a Level 3 course the maximum class size will be 25, for any other level the maximum class size will be 15.

Students on roll at the Academy are required to apply for a place in Post 16 as are students from other Academies or Schools. The entry requirements for admission to Post 16 shall be the same for students on roll in Year 11 at Shireland Collegiate Academy and external applicants. Students will be admitted into Post 16 at the start of the Autumn Term in each Academic year.

**Minimum Entry Requirements**

**Entry Requirements for Advanced Courses operate at two levels**

- Pathways based upon the number and type of Level 2 courses gained at the end of Key Stage 4
- Subject specific criteria

All students seeking admission to Post 16 must achieve the academic requirements for access onto the courses they are taking. Details are on the Academy’s website.

**Over-subscription Criteria**
As the Academy has only a limited capacity to offer certain courses. For a Level 3 course the maximum class size will be 25, for our Foundation and Access Courses the maximum class size will be one group each of 15. If the number of students applying for a particular course exceeds the capacity, that course will be deemed to be oversubscribed and the criteria applied.

Where the number of eligible internal and external applicants for a course of study exceeds the places available, then admission for all applicants will be determined in accordance with the following priority of admission criteria:

1. Looked after children who meet the academic requirements of the course. This category includes 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.

2. Children with exceptional medical or social reasons for requiring admission.

[IL0: UNCLASSIFIED]
the Academy.

3. Students with siblings in any year at the Academy at the time of admission, who meet the academic requirements of the course, Sibling is defined in these arrangements 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

4. All other applicants who meet the academic requirements of the course with straight line distance from the Academy as the tie breaker. This will be measured in a straight line from the front door of the student’s house to the door of the main reception area of the Academy using the local authority’s GIS system. In the event that two or more children live at the same distance from the Academy (for example, families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). In the event that parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the relevant distance will be measured from the front door which is closest to the Academy.

5. If courses are full, students will be offered a place with alternative course options. Shireland Collegiate Academy will hold a waiting list, in order of the above criteria, of students who have not been offered a place. The waiting list will operate for the first term, after which no more students will be admitted.

Extra students can sometimes be accommodated over the admission number if the student’s chosen courses are not full. The Academy reserves the right to withdraw courses.

**False Information**
Where Shireland Collegiate Academy has made the offer of a place in Post 16 on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in Post 16 to a student with a lower level of priority, the offer of a place will be withdrawn.

**Late Applications**
If an application is received after the deadline this will be considered
‘late’. Unless exceptional circumstances apply, e.g. hospitalisation of a parent/carer or a family has just moved into the area, late applications will be considered after the allocation of places. If Shireland Collegiate Academy is full, late applicants will be placed on the waiting list in order of the over-subscription criteria. Evidence will be required of exceptional circumstances. Applications received after the start of the Academic year will only be considered if places on the requested courses are available and the student meets the academic requirements of the course. Further applicants will be added to the waiting list.

**Accepting or Declining the Offer of a Place**
Places are offered on the understanding that there is a commitment to meet the academic requirements of the course. Parents/carers are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to Shireland Collegiate Academy within two weeks from the date of the offer letter. Failure to respond may result in the place being withdrawn. Parents/carers are requested to advise Shireland Collegiate Academy at any stage, if they are not accepting the place for any reason.

**Timetable for Post 16 Admissions**
- October 2016 - Post 16 Application forms available on the Academy web site.
- 31st January 2017 Deadline for return of application form to the Academy
- June 2017 Deadline for the return of acceptance forms
Stuart Bathurst High School College of Performing Arts

Stuart Bathurst Catholic High School College of Performing Arts
The admissions process is part of the Sandwell LA co-ordinated scheme.

The Admission Policy of the Governors of Stuart Bathurst Catholic High School College of Performing Arts is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year 2017/18 is 150.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below).

If there is oversubscription in a criterion, priority will be given to those who have a brother or sister (see Note 3 below) attending Stuart Bathurst Catholic High School at the time of admission and then distance.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Baptised Catholic children who currently attend a Catholic feeder school (see Note 4 below)

3. Baptised Catholic children who live in a feeder school parish area (see Note 4 below)

4. Other Baptised Catholic children

5. Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because
they were adopted (or became subject to a residence order or special guardianship order).

6. Non-Catholic children who currently attend a Catholic feeder school

7. Other Non-Catholic children

OVER-SUBSCRIPTION
If there is over-subscription within the category, the Governors will give priority to children living closest to the school determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant’s home address and the main entrance of the school as defined by the headteacher. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address within this system (See Note 4).

In a very small number of cases it may not be possible to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the governing body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Note 1
Children with a Statement of Special Educational Needs or and Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2
In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest.

Parents making an application for a Catholic child should also complete the local authority supplementary information form (SB/1) which is enclosed with the parents' information booklet. Failure to complete the supplementary [IL0: UNCLASSIFIED]
information form/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

**Note 3**
The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent’s marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household

**Note 4**
The designated feeder schools and appropriate parishes for Stuart Bathurst Catholic High School are:

Holy Name Catholic Primary School – The Holy Name Presbytery, (Great Barr), St Francis Xavier Catholic Primary School – English Martyrs Presbytery (Oldbury), St Gregory’s Catholic Primary School – Our Lady of Good Counsel (Bearwood), St Hubert’s Catholic Primary School – St Huberts Presbytery (Warley), St John Bosco Catholic Primary School – St Michaels Presbytery (West Bromwich), St Mark’s Catholic Primary School – The Holy Name Presbytery (Great Barr), St Mary’s Catholic Primary School – St Mary’s Presbytery (Wednesbury), St Philip’s Catholic Primary School – St Philip’s Presbytery (Smethwick), St Teresa’s Catholic Primary School – St Teresa’s Presbytery (Perry Barr).

Maps of the parish areas are available to view at the school and parish or by post on request.

**Note 5**
The home address of a pupil is the permanent residence of a child. The address must be the child’s only or main residence for the majority of the school week (Sunday night to Thursday night). Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

**APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP**

If parents wish for their child to be considered for admission to a class
outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child’s best interests and the views of the head teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: https://www.gov.uk/government/publications/summer-born-children-school-admission

APPEALS
Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS
Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

LATE APPLICATIONS
Late applications will be dealt with according to the LA co-ordinated scheme.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO Y7 (In-year applications)
An application should be made to the local authority who will need to consult with the governors.
WAITING LISTS
Waiting lists for admission will remain open until the end of December 2017 and will then be discarded. Parents may apply for their child’s name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept in admission criteria order. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child’s position on the waiting list could go up or down. Inclusion of a child’s name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

IN YEAR FAIR ACCESS POLICY
The governing body have adopted the local authority fair access policy for admission of previously excluded or hard to place children. This can be viewed on the local authority website www.sandwell.gov.uk

ENTRY TO SIXTH FORM
The published admission number for entry into year 12 for external applicants is 20.

1. Students who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Other Students

If there is oversubscription with a criteria, then priority will be given firstly to applicants to who will have a brother or sister attending Stuart Bathurst at the time of admission and then by distance with applicants living closest to the school being given higher propriety.

Students wishing to study courses at Advanced Level are normally required to have achieved at least 5 A*-C grades at G.C.S.E or equivalent, including English and Maths and Grade A in subject which are limited to specified A Level Courses (see 6th Form Prospectus).
For courses at AS/A2 level
5A*-C Successes at GCSE (or equivalent) including English and Maths
Grade B at GCSE for entry to related AS course or A in Science and Maths subjects

For courses at BTEC Level 3
Success at BTEC 2 / GNVQ (or equivalent) at least to Merit

There is no charge or cost related to the admission of a child to this school.

APPENDIX
DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church*, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic
Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was Baptised or Received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)
Wodensbrough Ormiston Academy

1. Policy statement and principles

1.1 Policy aims and principles

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy’s admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

This policy details the academies arrangements for admissions and will apply to all admissions from November 2015 to November 2016. This includes in-year admissions within this period.

Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicized on the WOA website and Sandwell MBC. Arrangements for visits outside these dates can be made through the academy office 0121 506 4300 – Stephanie Thomson, PA to the Principal.

The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

1.2 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to the Principal in the first instance for them to determine whether a review of the policy is required in advance of the review date.

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2. Academy admissions

The academy admits students between the ages of 11-18 years. The main intakes are:
- Secondary
- Sixth Form

We encourage entry at the academy’s main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

2.1 Definitions

The academy uses the following definitions when applying this policy:

Distance
This is the straight line distance between the academy main gate and the child’s home address.

Dual address
Where a child lives at two different addresses, the ‘home’ address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each addresses, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

Siblings
A sibling is defined as:
- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent’s marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has parental responsibility

In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

2.2 Eligibility criteria
Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non EU national that has –
  - ‘Exceptional’ or ‘Indefinite Leave to Remain’ in this country
  - Refugee status

2.3 Waiting list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

The academy will maintain a waiting list until 31 December following the main academy intake. Each added child will require the list to be ranked again in line with the academy’s oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

2.4 Withdrawal of a place

The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.5 Determining arrangements and consultation

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not
required.

If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

The academy will consult on admissions arrangements when changes to the academy's arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy’s consultation then these will be sent to OAT. Any subsequent changes will be made will be in consultation with OAT.

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, Jayne Barnett, Vice Principal. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy’s governing body. A panel of at least three governors will consider the admission request based on the student’s:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope
with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

2.7 Complaints about admissions arrangements

Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

Complaints about the appeals panel can be made to the Secretary of State.

3 Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact Jayne Barnett, Vice Principal.

Number of spaces (PAN)
The academy has an agreed admission number of 230 per year.

Application process
Applications for the 2017/18 academic year begins October 2016.

To apply you need to complete Sandwell MBC’s school admissions application form and submit this directly to the admissions team by the deadline, 31 October.

[http://www.sandwell.gov.uk/info/200303/school_admissions/349/apply_for_a_school_place

Late applications will not be considered until all other applications have been reviewed.

All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

until the offer from the local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

Oversubscription criteria
If the academy receives more applications than there are available places then children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).

2. Students with medical, social or other needs that can only be met by Wodensborough Ormiston Academy.

3. Students with a sibling at the school at the time of admission.

4. The remaining places will be offered to students living closest to the academy (regardless of the Primary school they attend).

Applications made under criterion 2 will only be considered if supporting evidence from an appropriate professional or other suitably qualified person (e.g. doctor or social worker) is attached to the application form.

In-year admissions
Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance the local authorities Fair Access Protocol. In-year admissions forms can be obtained from Sandwell MBC.

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student’s admission.

If the academy refuses entry, the local authority may request a direction
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

Unsuccessful applications
The academy will inform the child’s parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

4. Sixth form admissions

The process detailed in this section is for admissions for sixth form admissions. For further information on this process please contact Leigh Moore, Principal or Jayne Barnett, Vice Principal.

Number of spaces
The academy has agreed admission number of up to 20 external applicants per year.

Application process
Applications for the 2017/18 academic year begins January 2017. The closing date for applications for this year is May 2017.

To apply you need to complete the expression of interest form and submit this directly to the academy by the deadline which is available on our website. The academy will contact the student applying directly about the outcome of their application once their application has been submitted.

Late applications will only be considered on a case-b-case basis or where there are a surplus of places in the academy / course(s) applied for once the oversubscription criteria has been applied.

Selection criteria
All internal candidates seeking transfer to our sixth form, and all external candidates seeking admission to the our sixth form, will need to have the same minimum academic qualifications for entry, which are GCSE
grades in English, Mathematics and Science.

Oversubscription criteria
If the academy receives more applications that meet the selection criteria above than there are available places, priority for admission will be in line with the oversubscription criteria set out below:

1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).

2. Students in receipt of a EHCP or with medical, social or other needs that can only be met by revising a place at Wodensborough Ormiston Academy.

3. Students with a sibling at the school at the time of admission.

4. The remaining places will be offered to students living closest to the academy (regardless of the Primary school they attend).

In-year admissions
Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year. We will also consider whether it is appropriate to place a student in the class late based on the learning that has been missed. If the student is transferring from another sixth form and was doing an equivalent course this will be taken into account in deciding whether a place can be offered.

In-year admissions forms can be obtained from our website.

If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The decision of the Secretary of State will be binding upon the academy.

The academy will inform the child’s parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.
Wood Green Academy

Wood Green Academy
A Specialist College of Sport, Maths and Computing

Admissions Policy Year 7 Entry 2017

General Principles

Wood Green Academy is an 11-18 mixed comprehensive situated in the Wednesbury North area of Sandwell. Its Published Admission Number (PAN) for Year 7 in September 2017 will be 256.

Wood Green Academy is a Specialist Sports College and admits 10% of PAN on Sporting Aptitude: i.e. up to 26 places in September 2016. In the event of there being sufficient applications for places based upon sporting aptitude any remaining places will be allocated to applicants who have not applied on the basis of sporting aptitude, using the criteria set out below.

The outcome of tests for sporting aptitude will not affect candidates eligibility for a place should they satisfy a higher priority.

Although there is no guarantee of a place, the main principle of admission to Wood Green Academy is to maintain the character of the school as a comprehensive school, providing for the needs of young persons within the 11-18 age range, who live primarily in the North Wednesbury Ward defined below, which is the Academy’s ‘priority admission area’.

The academy will endeavour to provide places for pupils who live outside the priority admission area whose parents wish them to attend Wood Green Academy provided that they can be accommodated within the PAN and our oversubscription criteria (see below).

The academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by all applicants. Offers of places will be made on the basis of information provided on the Common Application Form.

As required by Regulations the school will give first priority to applications on behalf of children in public care (looked after children). Children with statements of Special Educational Needs naming the academy must also be admitted. This will reduce the number of places.

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available under the academy’s PAN for other applicants.

**Oversubscription**

When applications for admission exceed the number of places available the following criteria will be applied, in the order set out below, to decide which children to admit. These criteria will continue to be used to allocate places should any fall vacant after the initial allocation:

1. Children in Public Care (Looked After Children) and children who were previously in public care but ceased to be because they were adopted (or became subject to a residence order or special guardianship order).
2. Children residing in the priority admission area with a brother or sister (sibling) attending the school at the time of application with a reasonable expectation they will be on role at the school at the date of proposed admission. This includes siblings in the sixth form.
3. Children residing in the priority admission area, priority being given to such children by the shortest Distance from School (see definition below).
4. Children residing outside the priority admission area with a brother or sister (sibling) attending the school at the time of application with a reasonable expectation they will be on role at the school at the date of proposed admission. This includes siblings in the sixth form.
5. Children residing outside the priority admission area, priority being given to such children by the shortest Distance from School.

**Definitions and Further Details**

**The Priority Admission Area (Catchment Area)**

The priority admission area (catchment area) is the Wednesbury North Ward. A link to the map is available via the School’s website, showing the boundaries of the priority admission area (catchment area) and a larger scale version may be viewed at the school on request.

**Sporting Aptitude**

The selection procedure for Sporting Aptitude is as follows;
1. Sporting Aptitude Testing (2 dates will be available)
2. Test analysis
3. Ranking of Test results, identification and removal of names already offered a place through the criteria laid out above for 90% of PAN set out above.
4. The top 26 (10% PAN) of remaining ranked applicants to be offered a place.
5. In the event of any of those identified in 4 above not accepting the place offered, the next name in the rank order will be offered that place.

**Sporting Aptitude Testing**

Tests are non-specific and will assess the following: Endurance, explosive power, hand eye co-ordination, reaction time, agility, balance, flexibility and strength.

Further details are available from the academy.

**siblings**

siblings are defined as the following:

- Brothers and sisters who have the same parents and live at the same address
- Half brothers and half sisters where one of the parents is the same and the children live at the same address.
- Step brothers and step sisters where the children are related by the marriage of their parents and live at the same address.
- Adopted brothers and sisters living at the same address.
- Children of two unmarried parents living at the same address.

Proof of sibling link may be required.

**distance from the academy**

The measurement used will be a straight line distance from the main entrance to the academy on St Paul’s Road to the main door of the residence, with those living nearest to the academy being given priority. Residences with a common front door (e.g. apartments) will be treated equally with the measurement taken to that common front door.
Residence

The residence is defined as the address at which a parent with parental responsibility lives and is the permanent residence of the child for the majority of the school week (Sunday to Thursday night).

Tie Breaker

In the event that 2 or more applicants tie for last place during the application process the final place shall be decided on the tossing of a coin.

Waiting Lists

The parents/carers of students who are unsuccessful in gaining a place in the normal round of applications may write to the Headteacher at Wood Green Academy to request that the student’s name is placed on a waiting list for a place, irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available, it will be allocated from the waiting list according to the Oversubscription Criteria listed above. This waiting list is maintained until the end of December 2017 by the LA and until the end of the academic year, July 2018 by the academy.

The academy will contact you in July 2018 to confirm if you wish your child’s name to remain on the waiting list for a place after July 2018. The waiting list is maintained strictly in order of the priorities in this Policy and not based on the date the application was added to the list. Therefore applications received after the allocation of places may receive a higher ranking than those who may have been on the list for some time if they have a higher priority in the Oversubscription Criteria.

Sporting Aptitude will not be used in determining position on waiting lists.

The academy has to admit any pupil who is the subject of a ‘direction’ by the LA or allocated according to the local Fair Access Protocol and any such pupils will take precedence over the waiting list.

Appeals

Any parent who is not offered a place at Wood Green Academy will have the right to appeal to an independent panel. Appeal papers will normally
be sent out with offer letters to all those parents who were offered a school lower on their preference list than Wood Green Academy. On completion, these appeals papers should be headed with the academy name and address and returned to the Local Authority. The closing date on the appeals papers must be adhered to.

Appeals will ordinarily be heard before 6\textsuperscript{th} July or the first working day afterwards if the 6\textsuperscript{th} is a weekend.
Admission to Wood Green Academy
on the Basis of Aptitude for Sport

Before completing this form please read the instructions in the “Information for Parents” booklet and the school prospectus.

1. Child’s Full Name: 

2. Permanent Address: 

3. Telephone Number 
   (day) 
   (evening) 
   (mobile)

4. Date of Birth: 
   / / 

5. A series of physical tests will be used to rank pupils (see prospectus for details).
   These tests will be conducted by fully qualified PE Teachers and a qualified First Aider will be present at all times throughout the tests.
   Please sign below to consent to your son/daughter taking part in these tests.

   Signed
   Date
   Parent/Carer

Please e mail completed form to sporting.aptitude@woodgreenacademy.co.uk

(NB Children should arrive at the Academy suitably dressed for the tests and wearing trainers. Changing facilities will be available.)

Information from this form will be used for the purposes of administering school admissions. All information is regarded as confidential and the personal data collected via this form may be processed or disclosed only within the limits of the current data protection notification.

[IL0: UNCLASSIFIED]
Wood Green Academy
A Specialist College of Sport, Maths and Computing

Admissions Policy for Year 12 Entry in September 2017

Section 1 – General principles

The academy offers a range of academic and vocational qualifications to sixth form students and some of these require minimum grades at GCSE. The academy’s policy is to ensure that students accepted into the sixth form can be placed on appropriate courses where they are likely to succeed. For this reason all applicants are invited to attend a meeting with some of our sixth form staff to discuss the most suitable courses of study.

The sixth form capacity for Year 12 commencing in September 2017 will be 140. The external PAN is set at 1.

All students of year 11 will be encouraged to apply for the sixth form. Applications from students wishing to transfer from another school and who meet the relevant entry requirements will be considered if there are places available on the preferred courses of study after allocation has been made to the current Year 11 candidates. In all cases the same admission criteria and oversubscription criteria will apply (see below).

Section 2 - Definitions and Details

Application Deadlines

Internal and external candidates should apply by the appropriate date stated in the current sixth form prospectus.

Academic requirements
For entry onto all Level 3 courses the following qualifications are required:

- 5 A* to C/9-5 grades overall at full GCSE level as a minimum
- Maths and/or English GCSE at grade 5 or above

All courses have additional subject specific entry requirements which can be found on the academy’s website. The academy will be pleased to discuss any individual concerns about meeting these.
Meeting the requirements of any course is no guarantee that the applicant will automatically be offered a place on his or her preferred choices.

Entry into year 13 for external applicants will depend on the requirements for the course for which entry is sought, the availability of a place within that course and the applicant’s results from any modules taken in year 12.

**Oversubscription Criteria**

When applications for admission exceed the number of places available the following criteria will be applied, in the order set out below, to decide which candidates to admit. These criteria will continue to be used to allocate places should any fall vacant after the initial allocation:

- Children in Public Care (Looked After Children) and children who were previously in public care but ceased to be because they were adopted (or became subject to a residence order or special guardianship order).
- Applications from internal candidates who meet the academic requirements will be considered first. Where a particular course is oversubscribed and the academy cannot reasonably run a parallel group the places will be offered to those internal candidates who have the better grades in all their GCSEs. Places will offered on any alternative courses that have vacancies to any student affected by this criterion.
- Any remaining places available on a particular course will be offered to any external applicants that have applied as above. If the number of applicants exceeds the number of available places, places will be allocated to those who have the best grades in all their GCSEs.

**Right to appeal**

If an application is refused there is a statutory right of appeal to the Independent School Appeal Panel. Further details of the appeal procedure will be provided with the letter explaining why the application has been refused. Appeals may be lodged by either the parent or the student.
Admission numbers and arrangements for community and voluntary controlled primary and secondary schools for the academic year 2017/18

Mrs J Badham
February 2016