

# **South Bromsgrove High**

## **Admissions Policy**

### **2023-24**

**Reviewed by the Board of Trustees**

**February 2021**

**Approved by the Board of Trustees**

**September 2021**

**Policy responsibility**

**Headteacher**

## **South Bromsgrove High**

### **Admissions Policy for entry at Age 13 September 2023**

#### **1. Admission Principles**

1.1 South Bromsgrove High is a 13-18 co-educational school with approximately 1350 students on roll. We provide high quality education for students in Bromsgrove and surrounding areas in North East Worcestershire.

1.2 South Bromsgrove High became an Academy in 2013 and was designated as a National Teaching School in 2014. The Academy is its own admission authority and makes decisions about admitting students including the nature of the admissions criteria. The school, however, abides by the School Admission Code (2014), which includes requirements such as cooperating with the Local Admissions Forum, the co-ordinated admission scheme of the Local Authority (LA) and the provision of places for students who have Special Educational Needs, Looked After or previously Looked After.

1.3 The school's most recent Ofsted report graded the school as outstanding in all categories.

1.4 The Board of Trustees are committed to offering a broad range of provision for students across curriculum areas and to developing skills and abilities of students in many ways outside the classroom which will help them to take their place in society as young adults. The school is proud of its traditions and, through its admissions policy, Trustees wish to maintain the character of the school.

1.5 Usually, students living within our catchment area are able to obtain a place at the school, although this is not guaranteed.

1.6 The school has no selection criteria which refer to ability or aptitude on entry and, as such, we are proud to be a truly comprehensive school.

1.7 Our Pupil Admission number (PAN) is currently 335.

#### **2. What are the main components of the Admissions Process?**

2.1 As the school participates in the LA admissions scheme, applications must be made on the common application form (CAF) provided by Worcestershire County Council (WCC). Transfer packs are made available to Year 8 students in their middle schools and, for students who are Year 8 in the secondary rather than middle phase. The pack can also be downloaded from [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk). Although applications on paper are allowed, WCC is very keen to promote on-line applications.

2.2 The CAF gives parents the opportunity to nominate schools, ranked in order of preference.

2.3 It is very important to note that the CAF must be received by the LA by the deadline of 31<sup>st</sup> October 2022. Please be aware that CAFs should not be sent to the school directly.

2.4 The DfE number for South Bromsgrove is: 885 4003

2.5 Trustees encourage parents to check, very carefully, their completed application form for accuracy prior to submission.

### **3. Should I attend Open Evening?**

3.1 Open Evening for the 2023/24 admissions round takes place in October and all parents and students who have an interest in the school are warmly invited to join us on that evening. Sometimes, students who are in current Year 7 who would like a “preview” of the school also attend. The Headteacher will draw your attention, in a presentation, to points of information about the school and there will be opportunities to see all areas of the school and speak with leaders, teachers, support staff and students. Our Open Evening is advertised in the local media and on our website.

### **4. What happens following the 31<sup>st</sup> October deadline?**

4.1 The LA will forward to the school all applications which name the school, regardless of order of preference.

4.2 The Board of Trustees will rank all applications against the school’s published admissions criteria.

4.3 Applications will be sorted in descending order according to the oversubscription criteria in the paragraphs below.

4.4 The LA will write to parents with a decision on places by March 1<sup>st</sup> 2023. Parents will only receive a single offer of a school place under the coordinated admissions process and this will be of their highest ranked school where a place is available.

4.5 Our experience is that the volume of applications we receive will outnumber the places we have available, although this is subject to demographic trends in our admissions area. The number of applicants from each oversubscription category who are allocated places varies each year.

4.6 Trustees reserve the right to withdraw the offer of a place if that offer has been obtained through a fraudulent or (in the reasonable opinion of the Trustees) deliberately misleading application (for example the use of an incorrect home address).

### **5. What is our policy regarding students with a Statement of Special Educational Needs or Education, Health and Care Plan?**

5.1 Students for whom South Bromsgrove High has been named as a school on their Statement of Special Educational Needs or Education, Health and Care Plan (EHP) will automatically be offered places and these places will be deducted from the 335 places available.

5.2 If parents are considering whether South Bromsgrove High should be named on their child’s statement on their Education Health Care Plan (EHP), then our SENCO should be involved in the review at that time. The SENCO may indicate concern if the school feels that it will not be able to meet the child’s needs or that to admit a particular student would have a significantly detrimental impact on other students.

### **6. Will the school accept late applications?**

6.1 Applications made after the closing date will be processed within the coordinated admissions scheme, but will only be considered for places, after all those applications received (or deemed to be received) on time. The Board of Trustees may consider a late application (between October 31<sup>st</sup> and 31<sup>st</sup> January) as being “on-time” in the following circumstances where:

- a family has moved home between 1<sup>st</sup> November 2022 and 31<sup>st</sup> January 2023
- it is agreed by Trustees that individual circumstances (e.g. medical) apply and the delay was reasonable given the circumstances of the case.

In each case independent supporting documentary evidence will be required; for example evidence that you have permanently relinquished ownership or tenancy of your old home and that the new address will be relevant at the date of admission, or a letter from a GP or consultant.

## **7. Does the school have a waiting list?**

7.1 If you are unsuccessful in your application for a place, you may request that your child’s name be placed on a waiting list, irrespective of whether you make an appeal against the decision not to offer a place.

7.2 If a place becomes available, it will be allocated according to the oversubscription criteria.

7.3 The waiting list is closed on 31<sup>st</sup> December and parents wishing to keep their child’s name on the list must communicate this to the school in writing to the Admissions Officer at the start of the spring and summer terms.

7.4 There is no priority for children whose name has been on the list longer than others.

7.5 As part of our agreement with the LA regarding admissions, the school can be required to admit a student allocated as determined through the Worcestershire Fair Access Protocol arrangements. Such students take precedence over those on the waiting list.

7.6 The same principle applies in the, very rare, situation where the school is directed by the Secretary of State to admit a student.

## **8. Does the school accept in-year admissions?**

8.1 Although mobility in the school is low, it is sometimes the case that students move home address within an academic year. In many such situations, even when the move takes students further away from the school they attend, the decision to maintain continuity of education takes precedent over a change of school in parents’ minds. This is particularly so in the case of high school students, who are more likely to be in examination groups.

8.2 Occasionally we receive requests from parents wishing to access a place at South Bromsgrove High because they are dissatisfied with a situation at their child’s current school. Our advice, in these situations, is always to discuss the nature of your concern with the Headteacher of your school before applying to transfer.

8.3 When a place is sought for in-year transfer, and there is not a reason for immediate transfer, then admission may be deferred for up to 12 school weeks to allow our pastoral staff to receive information from the student’s previous school and carry out planning for the student’s entry into

a year group. During this time it is the parents' responsibility to ensure that the child receives appropriate education, which may be at their existing school.

8.4 In-year applications, which are made on application form CA1 (available from schools or from WCC), must be forwarded to the Worcestershire School Admissions Team, and countersigned by the Headteacher of the child's current school. The School Admissions Team will write to the parents, usually within 10 days with a decision and, if necessary, of the right to appeal. The whole process is detailed in the following link:

[http://www.worcestershire.gov.uk/downloads/file/10910/co-ordinated\\_scheme\\_in-year\\_applications\\_2023](http://www.worcestershire.gov.uk/downloads/file/10910/co-ordinated_scheme_in-year_applications_2023)

8.5 Parents may only make one application for a child in one academic year unless there are significant or material changes in the circumstances of the child, parent or the school.

## **9. Does the school accept admissions outside of chronological age group?**

Parents/carers may request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group, although such requests are rare.

The Board of Trustees must make the decision based on the circumstances of each case and in the best interests of the child concerned. It will take into account the views of the Headteacher and parents/carers and seek information about the child's academic, social and emotional development and, where relevant, their medical history and the views of a medical professional.

Please be aware that even if delayed or accelerated entry is agreed, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed or accelerated entry.

## **10. How does parental responsibility affect the admission process?**

10.1 The law allows any parent/carer that has parental responsibility for a child to express a preference as to which school they would like the child to attend. Should more than one parent have parental responsibility for a child, both parents should be in agreement over the preferences expressed prior to the application being submitted. Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, we may not be able to process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission may result in a delay in any application being processed and in some instances, where agreement cannot be reached, we may not be able to proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling.

## **11. What are the school's oversubscription criteria?**

11.1 South Bromsgrove High has always been oversubscribed. The purpose of the oversubscription criteria is to allow everyone a fair opportunity to apply for a place in the school and to enable the school to be transparent about this process.

11.2 Where there are more applications than places, students will be admitted in the following order of priority:

1. Children Looked After and previously Looked After

2. Children of staff who have been employed at the school on a permanent contract for at least two years at the date of application or who have been recruited to fill a vacant post for which there is demonstrable skill shortage.
3. Students with a sibling on roll at South Bromsgrove High at the date of application who is likely to be on roll at the date of admission.
4. Students whose home is within the catchment area of the school.
5. Students who are on roll at a feeder middle school at the date of application.
6. Students who live nearest the school by the shortest straight line distance.

11.3 The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Board of Trustees will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Board of Trustees/Academy Trust will supervise this process and the outcome will be recorded and witnessed).

11.4 Where there are too many applications from within the first category, applications will be given priority in meeting the conditions of the second category and so on.

11.5 The Board of Trustees will accept late applications (including late changes to on time applications), received between 1<sup>st</sup> November 2022 and 31<sup>st</sup> January 2023 and treat them as being on time, **only** in the following circumstances;

i) where a family have just moved home address

ii) where it is agreed by the Board of Trustees that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case **independent** supporting documentary evidence will be required.

Any other applications received after the closing date will only be considered for places, after all those applications received (or deemed to be received) on time.

## **12. What is the school's policy on Multiple Births?**

12.1 In the event that one or more but not all children from a multiple birth can be allocated place(s), all of the children from that multiple birth will be admitted, even if this takes the school over PAN.

## **13. Appeals**

13.1 Parents of children who are unsuccessful in gaining a place at South Bromsgrove High may appeal to an Independent Appeals Panel.

13.2 If you wish to appeal you should write, setting out the grounds for your appeal, to the Admissions Officer of South Bromsgrove High within 20 school days of receipt of notification that your application was unsuccessful.

13.3 You will receive at least 10 days of notification of the appeal hearing and will usually be told of the outcome of the appeal within 5 days of the hearing.

13.4 Parents are invited to attend hearings and make their case to the Appeals Panel. Although if this invitation is declined the appeal will be heard on the basis of written evidence only. You may be represented or accompanied by a friend. Only one appeal is permitted in one academic year.

#### **14. Definitions**

**Children Looked After** Children who are in the care of, or accommodated by the Local Authority, under section 22 of the Children's Act 1989 and children who, immediately after being Looked After became subject to an adoption, child arrangements or special guardianship order.

**Home Address** Home is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. Where parents/carers have shared responsibility, the child's home address will be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five Monday to Friday during term-time).

Where care is split equally, parent/carers must provide independent supporting documentary evidence to prove that care is equally split. In such cases the address of the parent/carer in receipt of the Child Benefit will be the address on which the application will be processed. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission.

**Catchment area** Our catchment area is available on our website from WCC and parents can use the on-line postcode checker to determine whether their home falls within the catchment area.

We hope to offer places to all children living in the catchment area who have submitted a valid application by the deadline date and this has been the situation in previous years. However, due to the increase in new house building in Bromsgrove, there is no guarantee that this will be the case this year.

In order to qualify as living within the catchment area the Trustees will need to be satisfied that you actually do live within that area or property at the relevant closing date and at the time of admission. In all other circumstances, or if the application is not received until after 31st January, late applications (including late changes to on time applications), will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

If you are in the process of moving to live in the catchment area at the time of your application you need to provide us with firm **independent** evidence of when you will actually begin to live there. This evidence must be provided before the relevant closing date for applications. This is also applicable if you are moving property and wish to have your application considered from your new property.

If your move into the catchment area or moving property involves the purchase of a property you will need to provide appropriate written **independent** evidence (in the form of a letter from your solicitors) that confirms that contracts for the purchase have been exchanged and of the actual or expected completion date.

If your move into the catchment area or moving property involves the renting of a property you will need to provide appropriate written **independent** evidence (e.g. from an estate agent or solicitor) of the tenancy agreement or lease including the start date.

If your move into the catchment area or moving property involves your returning to live in a property you already own you will need to provide appropriate written **independent** evidence of the date when you will resume living in the property and that you intend to remain living there for the present

If your move into the catchment area or moving property involves any other circumstances you will need to provide appropriate written **independent** evidence of the date when you begin to live there, the arrangements you will have for living there and the length of time for which you envisage staying there.

Please note that unless the independent written evidence which you provide proves, to the satisfaction of the Trustees, that you will actually have commenced living in the catchment area or the new property by the relevant admission date for your child at the school to which you have applied, your application cannot be considered as a catchment priority within the criteria of the admissions policy or considered based on the new property.

Please also note confirmation of living within the catchment area or new property does not guarantee a place for your child at the school.

It is vital that you inform us of any change of your address throughout the admission process. Independent evidence will always be required.

Where information provided by the parents in support of their preference is found to be fraudulent or (in the reasonable opinion of the Trustees) intentionally misleading this could lead to the withdrawal of any place that has been allocated. If you knowingly give false information in order to obtain a school place you could be guilty of an offence under the Perjury Act (1911). Due to problems in previous years it may be necessary for the Trustees to carry out checks to confirm that information given in relation to children's home addresses is genuine. Parents may be asked to produce documentary evidence of the address given, including evidence that that you have permanently relinquished ownership or tenancy of your old home.

**Sibling** Siblings are brother, sister, half-brother, half-sister (children who share one birth-parent) and legally adopted children. They must be living at the same address and a sibling must be attending South Bromsgrove High at the time of application.

**Feeder School** Our named feeder schools are Alvechurch CE Middle School, Aston Fields Middle School and St John's CE Middle Academy.

## **Admissions Policy for Entry to Sixth Form**

### **September 2023 Entry**

#### **1. Admission Principles**

1.1 South Bromsgrove High is a 13-18 co-educational school with around 1330 students on roll. We provide high quality education for students in Bromsgrove and surrounding areas in North East Worcestershire. The Sixth Form consists of approximately 360 students.

1.2 South Bromsgrove High became an Academy in 2013 and was designated as a National Teaching School in 2014. The Academy is its own admission authority and makes decisions about admitting students including the nature of the admissions criteria. The school, however, abides by the School Admission Code (2012), which includes requirements such as cooperating with the Local Admissions Forum, the coordinated admission scheme of the Local Authority (LA) and the provision of places for students who have Special Educational Needs or who are Looked After.

1.3 The school's most recent Ofsted report graded the school as outstanding in all categories.

1.4 The Board of Trustees are committed to offering a broad range of provision for students across curriculum areas and to developing skills and abilities of students in many ways outside the classroom which will help them to take their place in society as young adults. The school is proud of its traditions and, through its admissions policy, Trustees wish to maintain the character of the school.

1.5 The Published Admission Number (PAN) for entry into Year 12 for external students (that is, students who have not attended South Bromsgrove in Year 11) in September 2023 and subsequent years will be 20 unless changed in accordance with statutory procedures.

#### **2. Sixth Form Information Open Evening, Taster Day and Orientation Day**

2.1 We offer different study pathways with academic or vocational emphasis and the entry requirements for each of these pathways are detailed on our website and in our Course Guide which will be available from October 2022.

2.2 Students in Year 11 (including external students), and their parents, are invited to our Sixth Form Information Evening in November at which they will have the opportunity to talk with subject teachers and Sixth Form students. The Headteacher and Director of Sixth Form will also give a presentation designed to equip students, and their parents, with the knowledge and information to help make an informed choice relating to their post-16 provision and offer details of the application procedure.

2.3 In addition to the Information Evening, we offer external students an opportunity to tour the school during a school day. We also offer a Taster Day in January for current South Bromsgrove students and external students to experience Sixth Form lessons in areas of study they may be interested in applying for.

2.4 In the summer term, prospective external students will be invited to attend our Orientation Day to further familiarise themselves with the school.

### **3. Applying for Places**

3.1 South Bromsgrove High Sixth Form welcomes applications from all students who meet the Sixth Form entry requirements as published on our website and in our Course Guide.

3.2 Applications are made through an online form (available under the Sixth Form link on our website). All applicants, including those from South Bromsgrove, must complete the form by 29<sup>th</sup> January 2023.

3.3 Further information relating to our courses and the application process is published in our Course Guide and is available on our website.

### **4. Offers of Places**

4.1 All students who are on roll at South Bromsgrove High in Year 11 at the time of application, and who will complete Year 11, are automatically offered places in Year 12 provided they achieve the published entry requirements, including a satisfactory behaviour and attendance record.

4.2 If a South Bromsgrove student does not take up this offer, but subsequently decides after 1<sup>st</sup> September that they do wish to return to the Sixth Form, they will join the waiting list and only be offered a place if one becomes available under the terms of the published Oversubscription Criteria. Such requests will not be considered after 30<sup>th</sup> September.

4.2 We will take up school references for all external students who have submitted an application by the deadline. Following receipt of a satisfactory reference, we will make conditional offers to start in September 2023, subject to meeting the published entry criteria.

4.3 Sixth Form registration for students from South Bromsgrove High and external students takes place on GCSE results day.

4.4 The Trustees have the right to withdraw an offer of a place where it is found that the offer has been obtained through a fraudulent or intentionally misleading application, for example, the use of an inappropriate home address.

4.5 If students wish to withdraw their application for any reason, or wish to decline an offer of a place at South Bromsgrove High, the Director of Sixth Form must be informed in writing.

4.6 The Director of Sixth Form must be informed of any change of student's home address immediately in writing.

### **5. Late Applications**

5.1 If the volume of applications is particularly high, applications after the deadline may not be accepted. Should late applications be accepted after the deadline of 29<sup>th</sup> January 2023, they will

be treated as lower priority than those applications received on time and may join a waiting list. The waiting list will be held until 30<sup>th</sup> September 2023.

5.2 Students on the waiting list will be re-ranked strictly in accordance with the published Oversubscription Criteria (see below) and the applicant who ranks highest at that time would be made a conditional offer of a place, subject to the meeting the published entry criteria.

## **6. Oversubscription Criteria**

6.1 Where there are late applications, conditional offers of places will be made, subject to availability, in the following order of priority:

1. Looked After Children.
2. Students with a sibling on roll at South Bromsgrove at the date of application who is likely to remain on roll at the date of admission.
3. Children of staff who have been employed at South Bromsgrove High School on a permanent contract for a period of at least two years at the date of application or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Students whose home is nearest the school by the shortest direct line.

Where there are too many applications from within the first category, applications will be given priority if they meet the conditions of the second category and so on.

## **7. Other Applicants**

7.1 Applications from students who are younger or older than the usual age for starting Sixth Form study and applications from students whose home is not in the UK or who have non-UK qualifications will be considered on an individual basis. The Director of Sixth Form should be contacted for an initial discussion.

## **8. Students with an Education, Health and Care Plan**

8.1 The Trustees follow the DfE SEND Code of Practice on the admission of students with Education, Health and Care Plans (EHCP).

8.2 Students for whom South Bromsgrove High has been named as a school on their EHCP will automatically be offered places, unless:

- It would be unsuitable for the age, ability, aptitude or SEN of the young person or;
- The attendance of the young person would be incompatible with the efficient education of others, or the efficient use of resources.

## 9. Appeals

9.1 Students unsuccessful in gaining a place at South Bromsgrove High may appeal to an Independent Appeals Panel. The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998 and the Appeals Code.

9.2 If parents/guardians wish to appeal, they should write, setting out the grounds for appeal, to the Clerk to the Board of Trustees of South Bromsgrove High within 20 school days of receipt of confirmation that the application was unsuccessful. Parents/guardians will receive at least 10 school days' notice of the date of the appeal hearing but in exceptional circumstances will have the right to waive this notice. Parents/guardians will usually receive notice of the outcome of the appeal within five school days of the hearing.

9.3 Appeals for the Sixth Form will not be heard before confirmation of the examination results on which the offer of a place depends. Such appeals will be heard within 30 school days of being lodged. Appeals lodged after the deadline for lodging appeals will be heard as soon as is reasonably practical.

9.4 Parents/guardians are invited to attend the hearing of the appeal and make their case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only. Parents/guardians may be represented or accompanied by a friend or relative and must inform the school in advance if they wish to call any witnesses or be represented at the hearing. Further information on appeals is available on request from the school. Only one appeal is permitted in respect of the same academic year.

## 10. Definitions

**Looked After Children:** Children who are in the care of, or accommodated Local Authority, under section 22 of the Children's Act 1989 and children who, immediately after being looked after became subject to an adoption, residence of special guardianship order.

**Home:** The main residential address of a child and where the child usually lives (or for the majority of the school week). Applicants must be resident in the UK at the time of application.

**Sibling:** Siblings are brother, sister, half-brother, half-sister (children who share one birth-parent) and legally adopted children. They must be living at the same address.

*The information contained in this policy is correct at the date below, but minor amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the Board of Trustees.*

*September 2021*

**Useful contact details:**

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**Worcestershire Pupil Admissions and Transfers**

Tel: 01905 822700

Web: [http://www.worcestershire.gov.uk/info/20099/school\\_admissions](http://www.worcestershire.gov.uk/info/20099/school_admissions)

**Catchment area search**

<http://e-services.worcestershire.gov.uk/SchoolSearch/SearchSchools.aspx>