



South Bromsgrove High
Inspiring Confidence Through Learning

South Bromsgrove High

Admissions Policy

2017-18

Policy responsibility

Paul Topping

South Bromsgrove High

Proposed Admissions Policy for entry at Age 13 September 2017

1. Admission Principles

1.1 South Bromsgrove High is a 13-18 co-educational school with approximately 1330 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 (2012), 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 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 Governing Body 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, Governors wish to maintain the character of the school.

1.5 Usually, students living with our catchment areas are able to obtain a place at the school, although this is not guaranteed. We also are usually able to offer places to some students from outside catchment.

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 Yr 8 students in their middle schools and, for students who are Yr 8 in the primary rather than middle phase, the pack can also be downloaded from 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 31st October 2016. 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 Governors 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 2017/18 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 31st 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 Governing Body 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 1st 2017. 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 Governors reserve the right to withdraw the offer of a place if that offer has been obtained through a fraudulent or deliberately misleading application (for example the use of an incorrect home address).

5. What is our policy regarding students with Statement of Special Educational Needs?

5.1 Students for whom South Bromsgrove High has been named as a school on their Statement of Special Educational Needs 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 receive lower priority than those received by October 31st. The Governing Body may consider a late application (between October 31st and 31st January) as being “on-time” in

certain circumstances if the delay in application was reasonable given the circumstances and there is documentary evidence to support this.

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 at the end of each term 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 next term.

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, we may have to admit a student who is on roll at another school but is allocated to us through Fair Access 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 offered 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 school, addressed to the Admissions Officer and countersigned by the Headteacher of the child's current school. The Admissions office will write to the parents, usually within 10 days with a decision and, if necessary, of the right to appeal.

8.5 Parents may only make one application for a child in one academic year.

8.6 The School Standards and Framework Act 1998 removes the duty to comply with parental preference where agreeing to the preference would prejudice the provision of efficient education or the efficient use of resources.

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

Parents 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. Our admissions officer will make a decision based on the circumstances of each case and in the best interests of the student.

10. How does Parental responsibility affect the admission process?

10.1 Should more than one parent or carer have legal responsibility for a child, both parents/carers must be in agreement over the application to South Bromsgrove High.

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. Relevant Looked After Children and Previously Looked After Children
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 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 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.

11.4 Late applications will be at a disadvantage with regard to the oversubscription criteria as the 31st October deadline will be held to strictly.

12. Appeals

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

12.2 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.

12.3 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.

12.4 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.

13. Definitions

Relevant Looked After Children 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, 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 week). Applicants must be resident in the UK on the 1st September. Places will not be held beyond one calendar week at the start of term.

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

While there is no guarantee of a place for children living in our catchment area, in the last few years the school has been able to offer places to all children living in the catchment area who had submitted a valid application by the deadline date.

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.

Useful contact details:

South Bromsgrove High

Tel: 01527 831783

Web: www.southbromsgrove.worcs.sch.uk

Email: office@southbromsgrove.worcs.sch.uk

Headteacher: Paul Topping

Worcestershire Pupil Admissions and Transfers

Tel: 01905 822700

Web: http://www.worcestershire.gov.uk/info/20099/school_admissions

Catchment area search

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