



**South Bromsgrove High**  
Inspiring Confidence Through Learning

# **South Bromsgrove High**

## **Admissions Policy**

### **2019-20**

**Reviewed by the Governing Body**

**September 2017**

**Approved by the Governing Body**

**TBC**

**Policy responsibility**

**Headteacher**

## **South Bromsgrove High**

### **Admissions Policy for entry at Age 13 September 2019**

#### **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 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](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 2018. 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 2019/20 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 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 1<sup>st</sup> 2019. 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 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 Governing Body 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 2018 and 31<sup>st</sup> January 2019
- it is agreed by Governors that individual circumstances (eg medical) apply and the delay was reasonable given the circumstances of the case.

The Governing Body may request documentation to support a late application; 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 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 at 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 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 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 Governing Body 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 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 Governing Body 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. Someone totally independent of the Governing Body/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 Governing Body will accept late applications (including late changes to on time applications), received between 1<sup>st</sup> November 2018 and 31<sup>st</sup> January 2019 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 Governing Body 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 (eg 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.

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 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.

### Useful contact details:

South Bromsgrove High

Tel: 01527 831783

Web: [www.southbromsgrove.worcs.sch.uk](http://www.southbromsgrove.worcs.sch.uk)

Email: [office@southbromsgrove.worcs.sch.uk](mailto:office@southbromsgrove.worcs.sch.uk)

Headteacher: Chris Smith

### 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>