

# Shenley Academy

## Proposed Admissions Arrangements 2022 - 2023

Reviewed November 2020

### 1. Introduction

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

E-ACT is the Admissions Body for Shenley Academy ('the Academy').

### 2. Admission numbers

The Academy accepts pupils from Years 7-11. The PAN (Planned Admission Number) in 2022 is 180 per year group for Years 7-11.

For admissions into Year 7, the Academy follows the application process and timelines set out by Birmingham City Council. Where eligible applications for admission exceed the number of places available, the criteria listed below will be applied in the order set out below to decide which pupil who meets the required criteria to admit. The criteria are also used for in-year admissions for each year group when pupils are on our waiting list.

Pupils who qualify and have a statement of Special Educational Needs, or an Educational Health and Care Plan, naming the Academy, will be admitted prior to the application of the admission criteria.

### 3. Oversubscription criteria

Pupils who have a statement of Special Educational Needs, or an Educational Health and Care Plan, naming the Academy, will be admitted prior to the application of the admission criteria.

Once places have been allocated to children with a Statement of Special Educational Needs (Educational Health Care Plan), if there are more applicants than places as set out in the stated PAN, then the following oversubscription criteria for admissions will be used, in the following order:

**Rule 1:** A 'looked after child' or a child who was previously 'looked after' but immediately after being 'looked after', became the subject of an adoption, residence order or special guardianship order

**Rule 2:** Exceptional and Compelling Medical, Psychological, Social or Special Access Reasons (the definition of which and process to be followed is set out in the Notes attached) which can only be met at the Academy. It is important that additional evidence is required in respect of this as set out in the Note below.

**Rule 3:** Siblings (as defined in the Notes attached) of pupils currently on the roll at the Academy at the time of the proposed admission of the applicant.

**Rule 4:** Children who at the time of the application are eligible for the Early Years Pupil Premium, the Pupil Premium or the Service Pupil Premium (each defined in the attached Notes)

**Rule 5:** Children whose parent/carer (as defined in the Notes below) is a member of staff who has either been continuously employed at the Trust for two (2) or more years at the time of application for a place or has been recruited to fill a vacancy for which there is a demonstrable skill shortage or has been re-located to the area at the request of the Trust.

**Rule 6:** Any other applications of which priority of placement will be given to children who live nearest the Academy (including if this address is with a parent/carer with shared responsibility for the child or not), measured by a straight line from the school's nearest entrance gate to the child's home address using Ordnance Survey address point data.

### **Tiebreaker**

Once the above rules have been applied, and if there were to be a tie within any of the above rules, then any further places will be offered in distance order, measuring from the geocoded point of the family's normal home address to the geocoded point of the nearest of the school's main entrance, using the Local Authority's measurements, offering the closest first.

Where two or more applicants have a home address at the same distance from Academy and it is necessary to decide which child will be admitted, random allocation will be used. The random allocation process will be independently supervised.

### **Multiple Births**

In the case where there is one place left and the next pupil due to be admitted is one of a twin, triplet or other multiple birth group, both twins may be admitted, or all pupils in the case of multiple births, even if this goes above the admission number for the Academy.

### **Waiting List**

If any vacancies arise between National Offer Day, 1 March and 31 August of the same year, priority will be given to those on the waiting list managed by Birmingham City Council.

From 1 September to 31 August the waiting list for admissions into Year 7 will be maintained by the Academy. If places become available during this period, or for the beginning of the

following academic year, admissions will be handled in accordance with the In-Year Procedure outlined below.

Any places will be allocated from the waiting list using the oversubscription criteria set out above and not by the date that a child joined the waiting list. If parents decline an offer of a place, they may subsequently re-join the waiting list. The child's name will be added onto the end of the waiting list as extant at the time the request to re-join is made.

Each child added to the waiting list will require it to be ranked again in line with the oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.

Our waiting lists are only maintained for an academic year, so you will need to apply again for the next academic year.

#### **4. In-Year Admission Arrangements - Making an in-year application**

Please refer to our website on how to make an application for an in-year place for your child.

In year admissions will be handled in accordance with the Academy's In-Year Procedure on our website. Where a vacancy is created through a planned move by parents to coincide with the start of an Academy term/half-term, the Academy will make an offer to the first child on the waiting list as soon as written notice of intention to remove the child from the Academy has been received from the parents. This offer will be made for the child to be placed on roll at the start of the following term / half-term. In all other circumstance where a place becomes vacant, for example, permanent exclusion, a place will be offered to the child in the first position on the waiting list, as soon as the child currently holding the place has been removed from the Academy's roll. Such formal removal will only take place after all appropriate procedures have been completed.

#### **5. Not Used**

#### **6. Admission outside the normal age group**

On very rare occasions, you may feel it is in your child's best interests for them to be admitted to school outside of their normal age group.

**For example**, you may feel it is better for your child to start in Year 7 when other children their age are starting in Year 8. This may perhaps be due to your child's:

- ill health; or
- premature birth

You can apply for your child to start school outside of their normal age group, but you cannot insist that your child is admitted to a particular age group.

Any applications you make will be reviewed by the Academy. The Academy and the Trust will look at the:

- circumstances of your case
- best interests of your child; and
- views of the headteacher at the relevant Academy

To apply for an admission outside of the normal age group for your child, you will need to send the Local Authority who administer our applications:

- your completed application; and
- any supporting evidence

We will make sure that you receive a response to your application before the national offer day – the date when parents are told which school their children will be going to.

You should still apply for a school place for your child's normal age group at the usual time: you can withdraw your application later if you need to.

If your application for a place outside of your child's normal age group is **approved**, you must apply for a place as part of the usual process for that age group

If your application is **refused**, you must decide whether to:

- accept the offer of a place for your child's normal age group when the offer is made
- refuse the offer of a place and instead make an in-year application for admission to the expected year group

When applying for a place through the Local Authority it would be helpful to notify the Academy, but it is not a requirement.

## 7. Appeals Process

If you have applied for a school place for your child and the admission authority has refused it, you can make an admission appeal to an Independent Appeal Panel (IAP). The Education Appeals Team (Appeals Team) administers admission appeals for the Academy. Where admission is refused the reasons for the decision together with details on how to appeal will be given by the Local Authority, who administer admission appeals on behalf of the Academy.

Please see Birmingham City Council's website for further information and timelines.

As per the Admissions Code we will publish our appeals timetable on the Academy website by 28 February 2022.

## 8. Not Used

## 9. Policy Review

This Admissions Policy is reviewed every year by E-ACT and is subject to consultation every seven (7) years or when changes are proposed.

Comments on this can be sent to the Academy.

## **10. Fair Access Protocol**

The Academy complies with Birmingham City Council's Fair Access Protocol.

## **11. Contact details for the Academy**

Admissions Officer

Telephone: 0121 464 5191

E-mail: [shenley.enquiry@e-act.org.uk](mailto:shenley.enquiry@e-act.org.uk)

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## **Explanation of terms relating to all Categories of Admission**

### **Note 1 - Definition of Looked after children and previously looked after children**

For admissions purposes a 'looked after child' is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). This covers accommodated children and those who are in care under a Care Order/interim order. This can include living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings. This rule includes children who were previously looked after and immediately after being looked after became the subject of an adoption, child arrangement order or special guardianship order as set out below.

Child arrangements order: is an order setting the arrangements to be made as to the person with whom the child is to live under the Children and Families Act 2014 Special guardianship order: is an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989.

### **Note 2 - Adopted Child**

An adopted child is a child who was adopted under the Adoption Act 1976 or the Adoption and Children Act 2002.

### **Note 3 – Not Used**

### **Note 4 -Transport**

Parents wishing to know their entitlement to free home to Academy transport should contact the Local Authority's Admissions Team.

### **Note 5 - Sibling**

A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority. A pupil in a secondary school will only count to provide a priority to a sibling if he or she is attending the school in Year 7-10 at the allocations are made (March for the main point of entry) and is still expected to be on the school's roll at the time of the proposed admission (September).

### **Note 6 - Parent**

The application form should be completed by a person who is the student's parent. This is as defined in law (the Education Act 1996) as either:

- Any person who has parental responsibility (defined in Children Act 1989) for the child or young person; or
- Any person who has care of the child or young person.

### **Note 7 - Normal Home Address**

This is the child's home address. This must be where the parent or legal carer of the child live together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that can be permanently occupied 52 weeks of the year without any restrictions on occupation and not subjected to any planning or contractual restrictions on the duration of occupancy and is your child's only or main residence that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child. If the residence is not split equally between the Parent(s)/Carer(s), then the relevant address used will be the address at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make a judgment about which address to use for the purposes of allocation. In making this judgment we will take into account the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from the previous school of the contact details and home address provided to them by the parents
- where the child is registered with their GP
- any other evidence the parents may supply to verify the position.

### **Note 8 - Evidence of Normal Home Address**

The process for verifying the normal home address of applicants save that:

- a. If a family still owns a property within 20 miles of the Academy which has been the main family home, a property closer to the Academy will not be accepted as the basis for a legitimate residence qualification even if the former property is leased to a third party.
- b. The Academy may require a higher standard of evidence for "residence qualification" if there are reasons for casting doubt on the honesty of an application.

### **Note 9 – Geocoded**

'Geocoded' here means the conversion of a postal address to a single point on a map. The shortest route will be measured by the same method as the Local Authority.

### **Note 10 – Early Years Pupil Premium, the Pupil Premium or the Service Pupil Premium**

#### **Early Years Pupil Premium**

Early Years Pupil Premium (EYPP) is additional funding for early years pre-school settings to improve the education they provide for disadvantaged 3 and 4 year-olds including, but not restricted to, those adopted from care.

## **Pupil Premium**

The Pupil Premium is additional funding provided to publicly-funded schools in England with the aim of raising the attainment of disadvantaged children.

## **Service Pupil Premium**

Pupils attract Service Pupil Premium if they meet one of the following criteria:

- one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve service)
- they have been registered as a 'service child' on the January school census at any point since 2016, see footnote
- one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme

On publication of this document the current information for 2020 – 2021 including eligibility criteria can be located <https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2020-to-2021/pupil-premium-conditions-of-grant-2020-to-2021>

## **Note 11 – UK forces personnel and crown servants**

The School Admissions Code requires that for families of UK service personnel with a confirmed posting to their area or Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address.

Returning UK forces personnel and crown servants will be dealt with in line with the guidance under the Schools Admissions Code.

The School Admissions Code requires that for families of Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of the family arriving in the area, provided their application is accompanied by an official letter declaring a relocation date.

Where vacancies exist at the academy, places will be allocated to the family in advance of their move, even if they do not yet have a confirmed address.

Where a school is oversubscribed, we need to be satisfied that places are allocated lawfully, in accordance with the oversubscription criteria. We expect to have some level of certainty about a family's intended new address, so that we can allocate a place lawfully.

We endeavour to be flexible in what we will accept as confirmation of address, whilst ensuring our statutory duties are met.

## **Note 12 - Exceptional and Compelling Medical, Psychological, Social or Special Access Reasons**

Applications for **Exceptional and Compelling Medical, Psychological, Social or Special Access Reasons** need will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since

the initial application was submitted. All academies in E-ACT have experience in dealing with children with diverse social and medical needs.

However, in a few very exceptional cases, there are reasons why a child has to go to one specific school. All applications are considered individually but a successful application should include the following:

- a. ***Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or***
- b. ***Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.***
- c. ***If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.***
- d. ***For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at a specific school essential. Evidence should make clear why only one school is appropriate.***

The medical circumstances must relate to the child, and parents will be expected to provide supporting evidence from a consultant who is monitoring the child's condition (not General Practitioner {GP}) in relation to medical circumstances, or a social worker (or other appropriate professionally qualified person) in relation to social circumstances. All supporting evidence showing why education should be at the first preferred school must be submitted at the time of application. ***Priority under this criterion can only be given for the first preference school, when applying for Year 7.***

The Admissions Panel will consider all claimed **Exceptional and Compelling Medical, Psychological, Social or Special Access** needs circumstances in line with admissions criteria and inform parents of their decision.

An **Exceptional and Compelling Medical, Psychological, Social or Special Access Reasons** application will generally not be upheld in cases where more than one school could meet the child's need. In exceptional cases relating to a disability, where more than one school in the area can meet the child's specific needs, a clear and compelling case can be made for the "nearest" school with the relevant facilities, environment or location. You must clearly explain why attendance at the "nearest" school with these facilities is essential.

Evidence relating to the medical or social circumstances of the parent can be considered, but only if this impacts on the child and their need to attend a specific school. Requests may not be considered if long-term mobility issues are cited and you have not applied to your closest school. Please note that the following are unlikely to be considered grounds for exceptional medical/social needs:

- speech & language delay
- child is awaiting an Education, Health and Care Plan (EHCP)
- asthma, diabetes, eczema or allergies
- car/travel sickness
- the need for a child to stay in friendship groups
- family attending the same school
- child care arrangements
- short term mobility issues

If you feel that one of these examples should be considered, you will need to prove how this has a significant impact on your child and why only the particular school can meet your child's exceptional need.

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