

## Admission Arrangements 2022 – 2023

### SHENLEY ACADEMY

*E-ACT (the “Academy Trust”) is the admissions authority for Shenley Academy. The Academy Trust will comply with the requirements of the Funding Agreement, the School Admissions Code and the Admission Appeals Code, and recognises that its ‘relevant area’ is Birmingham since this is the local authority area within which the Academy is located.*

Date of Approval: September 2020

Date of Review: September 2021

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed annually as per the Admissions Code. Should no substantive changes be required at that point, the policy will move to the next review cycle.

*Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.*

#### Academy context

Shenley Academy is based in Weoley Castle in the authority of Birmingham.

Our Published Admission Number (PAN)

Year 7	180
Year 8	180
Year 9	180
Year 10	180
Year 11	180
Sixth-Form	0*
Total students	900
Sixth-Form*	We are not currently offering courses for older Year 12 and 13 pupils at Shenley whilst we focus on providing the very best education for our Year 7-11 pupils. We are waiting on formal approval to this from the West Midlands Regional School Commissioner and will update our website when this is received.

#### How to apply for a place

An application must be made online at [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions).

#### Admissions Criteria

Applications for children with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Need are made by the Local Authority SEN team (SENAR). The placement of such

children is made after a process of consultation between parents, the Academy and the Local Authority. Children with an EHCP (or a Statement of Special Educational Need) receive priority over others for admission to the school named on their Plan (or Statement).

### **Oversubscription Criteria**

If there are fewer applicants than there are places available for Year 7 entry in September 2023, everyone who applies will be offered a place.

Sometimes, however, there are more applications for our Academy than there are places available. This is described as oversubscription. If there are more applicants than there are places available after the admission of pupil with an Education, Health and Care Plan or statement of special educational needs naming the school, the following criteria will be followed, in order, to determine who will be offered a place:

1. Looked after children (in public care); who will be guaranteed a place at their nearest co-educational community schools if it is not possible to meet any of their parents/carers' preferences. This includes any child/young person who is subject to a Full Care Order, an Interim Care Order, accommodated under Section 20 of the Children Act 1989, is remanded or detained into Local Authority accommodation under Criminal Law or who has been placed for adoption.
2. Children (siblings) with an older brother or sister attending the academy and will be in attendance at the time the sibling enters the academy. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
  - i. Have one or both natural parents in common, or
  - ii. Are related by a parents' marriage, or
  - iii. Are adopted or fostered by a common parent
3. Children who live nearest the academy

Within each of these categories, priority is given to those who live nearest the academy, by straight line measurement to one fixed point in the school.

### **Final qualifier (Tie breaker)**

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final 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 where there are twins, 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 Published Admission Number for the child's year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place.

### **Twins, Triplets and other children of multiple births**

In the event of this occurring with twins or other multiple birth applicants, schools will be asked to admit over their Published Admission Number to accommodate the pupils.

### **Split residence**

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

### **Late Applications**

Late Applications and changes after the closing date Application forms must be received by Birmingham LA published key dates. Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time. However, in very exceptional circumstances applications received after the closing date may be considered as on time. Applicants who consider they have exceptional circumstances that prevented them applying between applications opening in September and published closing date should provide independent written evidence explaining why the application was late no later than 5pm, 10 working days after the closing date. Additionally, any changes to the application (e.g. order of school preference or change of preferences) received after the closing date will be treated in the same way as late applications.

### **Changes of Address after the closing date**

Changes of address will only be considered after applicants are resident at the new address and evidence to demonstrate this has been supplied. Applications will not be processed from an intended future address except in the case of Crown servants and UK service personnel. Evidence must be received by no later than 5pm, 10 working days after the closing date for the new address to be used when processing the application and calculating home to Academy distances. Any change of address evidenced after no later than 5pm, 10 working days after the closing date will not be included until after national offer day.

### **Notification and acceptance of places**

This is the timeline of notification and acceptance and the onus is on the person making the application to a notify Birmingham LA to accept or decline the offer:

31st October 2022: Recommended deadline for the submission of applications. Online applications may be submitted up to 31st October 2022

1st March 2023: Notification of secondary places for September 2023 admissions via e-mail. Notification letters sent by first class post.

15th March 2023: Deadline for return of acceptance

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29th March 2023: Deadline for lodging an appeal

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May/June 2023: Date by which all appeals will have been heard

### **Waiting Lists**

Waiting lists are not maintained on a 'first come - first served' basis. Waiting lists are kept in the priority order as explained in the oversubscription criteria. Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the oversubscription criteria, ask for their child's name to be added to the list. Applicants, who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the Academy. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

Lists will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria. This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. Waiting lists will be maintained until the end of each academic year.

### **In-year applications**

Applications received outside the normal admissions round will be considered in line with the oversubscription criteria. A place will be offered at the Academy provided there is a vacancy in the appropriate year group. The address used to process the application will be the address where the parent and child normally live and they must be living there at the time of application. Admission of one child to the Academy does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

Applications can be made by applying directly to the Academy. Once the application is made, the Academy will allocate a place as per our oversubscription criteria when a place becomes available. Please note that you will need to accept the place within 14 days or you will lose the offer of a place and considered to have declined a place.

Please note that you may be asked for further proof if applying under medical/social needs etc. You will be placed on the waiting list and places will be allocated as they become available and prioritised according to our over subscription criteria.

### **Appeals Procedure**

Parents can choose to appeal against the decision of the Academy Trust not to offer their child a place at the school. Birmingham LA administer any admissions appeals on behalf of the Academy Trust. To appeal against the decision not to offer their child a place, parents must complete the

appeal forms that are available on the Birmingham LA website [www.birmingham.gov.uk](http://www.birmingham.gov.uk) or from the Birmingham Admissions Team (0121 303 1888). To be considered in the first round of appeals, the notice of appeal must be received by the Council by their specified date. The appeal will be heard by an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

### **Fair Access Protocol**

The Academy complies with Birmingham LA Fair Access Protocol (FAP). The purpose of the FAP is to ensure that, outside the normal admissions round, unplaced children who fall into the specified categories are offered a place quickly, so that the amount of time any child, especially the most vulnerable, who remains out of education is kept to a minimum. The FAP will only be used once the in-year admissions process has been exhausted.

### **Admission contact details**

Academy contact: Mr N Haq    Contact number 0121 464 5191

LA contact TBC – 0121 303 1888

## **Appendix 1**

### **Definitions**

#### **Distance**

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the front gates. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address and the address of the school.

#### **Home Address**

When you complete the online preference form, please note that a child's home address is the residential property that is the child's only or main residence and which is either:

- Owned by the child's parent carer(s) or the person with parental responsibility for the child.
- Leased to, or rented by, the child's parent carer(s) or person with parental responsibility for the child.
- Where parent carers have shared responsibility for a child and the child lives with both parent carers for part of the week, then the main residence will be the address where the child lives for the majority of the school week.

Please see below the types of acceptable proof of address or residence:

- a copy of your council tax bill;

- a copy of a recent utility bill (gas, water, electric etc. dated within the last six months);
- a solicitors letter stating contracts have been exchanged and specifying a completion date and the new address;
- a signed and dated tenancy agreement with the commencement date, plus proof of residency for example a copy of a recent utility bill.

Further proof of address may be requested by School Admissions and Fair Access Service at any point and an unannounced house visit may take place.

If a school is allocated on the basis of an address that is subsequently found to be different from the child's normal permanent home address, then that place may be withdrawn.

### **Children who are looked after or were previously looked after**

A looked after child is 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 the definition in Section 22(1) of the Children Act 1989). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

### **Sibling**

Where children live as brother and sister in the same household they are treated in the same way as siblings for admissions purposes. This includes a child's brother or sister, half brother or sister, adopted/foster brother or sister, step brother or sister living in the same family unit at the same address. It does not include cousins or other extended family members who live in the same household. In the case of twins, triplets and other multiple-birth children, if one child can be offered a place in the school, other multiple-birth children will be allocated a place in the school. Where twins are concerned and one twin has a Statement of Special Educational Needs or Education, Health and Care Plan that names the school the other twin will be treated as having a sibling link for that academic year.

### **Parent**

This means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a biological parent but who has responsibility for her or him (such as a child's guardians) but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.