

Shireland Collegiate Academy Trust Policy

Admissions and Appeals

2019

Committee and Date Approved	SPC Board – March 2019
Category	Statutory - DfE
Next Review Date	Annually unless change in legislation – March 2020
Policy Availability	Trust Website
Officer Responsible	Principal

Contents

Shireland Collegiate Academy Trust Admission Criteria and Process for Year 7 September 2019 for Shireland Collegiate Academy	3
Procedures for Admission	3
Admission of children outside their normal age group	3
Procedures when the Academy is oversubscribed	3
Fair Banding	4
Arts Aptitude Places	4
Operation of waiting list and appeals	5
Timetable for Aptitude Tests	5
Timetable for Admissions	5
Collegiate Academy Trust Admission Criteria and Process for In Year Applications for Shireland Collegiate Academy	5
Appendix A	6
Appeals	6
Sixth Form Admissions	7
Making an Application	7
Admissions Criteria	7
Timetable for Sixth Form Admissions	8
Other Students	8
Minimum Entry Requirements	9
Entry Requirements for Advanced Level Courses operate at two levels	9
Over-subscription Criteria	9
False Information	10
Late Applications	10
Accepting or Declining the Offer of a Place	10

Families wishing for their child to be considered for the Arts Aptitude must register with the Academy by completing and returning the Arts Aptitude Registration form by Friday 20 September 2019. Interviews will take place on Wednesday 9 October and Registration Forms will be available from 6 May 2019.

Shireland Collegiate Academy Trust Admission Criteria and Process for Year 7 September 2019 for Shireland Collegiate Academy

Procedures for Admission

The Admissions Authority for Shireland Collegiate Academy is the Shireland Collegiate Academy Trust which will comply with the national co-ordinated admissions scheme. Shireland Collegiate Academy has an agreed admission number of 250 students.

As part of the national co-ordinated admissions arrangements across all Admissions Authorities, **parents MUST complete an online registration form provided by their Local Authority by 31 October 2019**. In completing this form Shireland Collegiate Academy must be chosen as one of the 6 preferences on the LA form.

Preference forms received after the closing date will be considered where the Local Authority identifies that exceptional circumstances apply.

Preference forms received after the places have been offered will be kept on file and form the basis of the 'Applications to Transfer to Year 7'. Those who are offered a place at the Academy will be informed on 1 March 2020 by the home Local Authority.

Those not offered admission will be informed on 1 March 2020 and will be offered a place at an alternative school by the home Local Authority.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is having or has experienced problems such as ill health and the Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Parents should submit a request to the school with their application specifying the age of the child, which year group they wish him/her to be admitted and the reason for the request.

Procedures when the Academy is oversubscribed

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria in the order in which they are set out below.

- Looked after children and those who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- A total of 25 applicants (10% of the total number of places) with an aptitude for the Arts. The definition of Arts is Art, Dance, Drama and Music. (The word aptitude means a gift or talent. It denotes a potential or propensity to develop an ability given appropriate teaching or preparation. In other words, aptitude plus preparation equals future ability.)
- Siblings (brother and sister at the Academy at the time of admission, not including Sixth Form). Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters
- Thereafter, on the basis of distance between their home address and the main entrance to the Academy. (Distance will be calculated according to a straight line measurement between the applicant's home and the main entrance to the Academy as measured by an external consultant)

NB: Children with an Education Health Care Plan (previously known as Statement of Educational Needs) naming the Academy will be admitted before other applicants

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 at the time of making an application to a school.

This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002.

Fair Banding

The Trust will use norm referenced banding to achieve an intake representative of the ability profile of applicants. This is a method of achieving an intake which reflects the range of abilities of the children applying to a particular school. It is not a way of selecting children by high academic ability or aptitude for a particular subject. Shireland Collegiate Academy uses fair banding as an oversubscription criterion; all children applying for a place are distributed into one of five equal sized ability bands based on their performance in an NFER non-verbal reasoning test. Places are then allocated within each band using the oversubscription criteria detailed above. Within bands, priority is not given according to performance in the test. The Local Authority will allocate places and will do so according to the Code of Practice.

The assessment tests will be held at Shireland Collegiate Academy during November/December (all children who have completed an on-line LA application form will be invited for testing). A 'mop-up' session will be offered to students who for any reason could not attend their first date. Students not sitting the test at all will be considered for a place but only after all those who did attend testing have been considered.

Arts Aptitude Places

Parents/Carers wishing for their child to be considered for the Arts Aptitude, which will take place on **Wednesday 9 October 2019**, must register with the Academy by completing the Arts Aptitude Registration form by **Friday 20 September 2019**. Details of the Arts Aptitude

Registration form will be published on the Academy website in the Spring Term of 2019. Those who have registered on time will be advised in writing about the arrangements for the Arts Aptitude Interviews. Shireland Collegiate Academy admits 10% (25) applicants with an Arts Aptitude. The main purpose is to identify children who have potential, aptitude and enthusiasm for Art, Dance, Drama or/and Music. The children will meet with the Principal in small groups together with members of the Arts staff and places will be offered based on assessment of ability.

Operation of waiting list and appeals

If the Academy is oversubscribed and children have been refused admission because other applicants have a higher priority for admission under the published admission criteria, then those applicants who are unsuccessful will automatically be placed on the waiting list. This will be maintained by the Local Authority. Children placed on the waiting list will be ranked in accordance with the Academy's published admissions criteria. For Sandwell schools, waiting lists will normally operate until the end of the Autumn Term.

Parents will have the right of appeal to an Independent Appeals Panel if they are dissatisfied with an admission decision. The arrangements for appeals will be in line with the Code on School Admission Appeals published by the Department for Education. The determination of the Appeals Panel will be made in accordance with the Code on School Admission Appeals and is binding on all parties. (For further information about appeals, see Appendix A)

Timetable for Aptitude Tests

March 2019	Details of Aptitude Test on Shireland Collegiate Academy website: www.collegiateacademy.org.uk
06 May 19	Aptitude Test registration opens
20 September 19	Deadline for completed Arts Aptitude Registration form to Shireland Collegiate Academy
9 October 19	Aptitude Tests to be held at Shireland Collegiate Academy
11 October 19	Results of Aptitude Tests posted to parents

Timetable for Admissions

15 July	2019	Local Authority Online Applications are available.
31 October	2019	Deadline for Online Applications to the Local Authority
November	2019	Fair Banding Assessment Tests held at Shireland Collegiate Academy
1 March	2020	Parents and Primary Schools notified of the result of applications
May/June	2020	Appeals considered

Shireland Collegiate Academy Trust Admission Criteria and Process for In Year Applications for Shireland Collegiate Academy

All in year admissions are managed by Sandwell Local Authority. Applications for places at Shireland should be made to the Sandwell Local Authority.

If several requests for places in the same year are received at the same time, places will be offered according to the criteria set out below:

- Children with an Education Health and Care Plan (EHCP) where Shireland Collegiate Academy is specifically named
- Looked after children and those who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
- Siblings (brother and sister at the Academy at the time of admission, not including Sixth Form. Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters
- Thereafter, on the basis of distance between their home address and the main entrance to the Academy

The Academy does not maintain waiting lists for in year applications.

NB: an Education Health Care Plan (previously known as Statement of Educational Needs) naming the Academy will be admitted before other applicants

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 at the time of making an application to a school.

This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002.

Appendix A

Appeals

The Governing Body of Shireland Collegiate Academy (SCA) has contracted the appeals function to Sandwell Local Authority (LA).

If you are unhappy with the school allocated to you (even if it was your first preference) and you wish to appeal, contact the LA's Admission and Appeals Service for an appeal form. Before deciding to appeal, you may wish to contact the Advisory Centre for Education (0800 800 5793) who will provide you with free, impartial advice.

If you choose to exercise your right of appeal, arrangements will be made for you to attend an appeal hearing. The Appeals Panel is independent of the LA and SCA and is arranged by Democratic Services of the Council. The Panel will consist of 3 or 5 members. There will also be someone representing SCA (this will be a LA officer) and a clerk from Democratic Services in attendance. At the meeting, you will be invited to say why you would like your child to go to SCA rather than the one offered. The LA officer will explain why a place at SCA has been refused.

You cannot appeal for SCA if you did not list it on your common application form. The LA recommends that you accept the school that has been offered to you even if you decide to

appeal for SCA. By accepting the school offered, you will guarantee a school place for your child. If you refuse the place, you are likely to be reducing the options which may be available to you. Accepting the place will have no bearing on the outcome of your appeal.

Appeal hearings will normally be held within 40 school days of the deadline for submitting an appeal i.e during the late Spring and early Summer Terms. You will be given 10 days' notice of an appeal hearing date and time. Appeals for heavily oversubscribed schools can last for up to two weeks. You will be notified of the decision no later than five school days after the last hearing unless there is good reason why the decision has been delayed.

The decision of the Panel is binding on parents, the LA and schools. The Council, Councillors and even Members of Parliament are unable to change its decision. If you think that the appeal process has been conducted unfairly you can complain to the Local Government Ombudsman. However, the Ombudsman does not have the power to change the decision of the Panel.

All arrangements for allocation of school places and for appeals will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department for Education.

Sixth Form Admissions

Making an Application

Information concerning the Sixth Form is available to view on the Shireland Collegiate Academy website along with details of courses available and option blocks. Applicants must complete the application form on the website which is available from:

<http://shirelandpost16.org.uk/>

The closing date for receipt of applications for admission into Sixth Form in September 2020 is 1st September 2020.

Students entering Shireland Sixth Form will be expected to read and sign a learning agreement which outlines the commitment required to be successful in Sixth Form study and the support that students can expect to receive from Academy staff. In addition, Sixth Form students must recognise that they are part of a large community and have a responsibility to abide by our dress code and conduct themselves in a manner that supports the Academy ethos.

Admissions Criteria

Students with Statements of Special Educational Need or Education, Health and Care Plans
The law requires the Academy to admit students with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) where a Local Authority has specifically named Shireland Collegiate Academy as the most appropriate placement and where they meet the academic requirements of their chosen course. These applications will usually be agreed in advance of the main allocation process. Where they are a late application, the Academy can be required to admit even if the admission number for external applicants has

been reached. Students with a Statement of Special Educational Needs or EHCP admitted to the Resource Unit will be allocated places in excess of the admission number (to be limited to the maximum capacity of the Resource Unit).

Timetable for Sixth Form Admissions

- September 2019 Sixth Form Application forms available on the Academy web site.
- December 2019 Deadline for return of application form to the Academy for internal students
- August 2020 Deadline for return of application form to the Academy for external students
- July 2020 Deadline for the return of acceptance forms.

Other Students

Admission to Sixth Form will be as follows:

- Students currently in Year 11 at Shireland Collegiate Academy (referred to as 'internal applicants') and students from outside the Academy currently in Year 11 (referred to as 'external applicants') who meet the academic entry criteria
- Students from outside the Academy currently in Year 12 (referred to as 'external applicants') who are applying for restarting their academic studies
- Students currently in Year 12 on a level one programme aiming to progress on to a level two programme

Academic criteria are usually measured by attained GCSE grades, but may include further skills required, in order to be successful on a course as indicated on the subject description of each course on the Shireland Collegiate Academy website.

The agreed minimum admission number for external applicants is 20 for entry in September 2020. The anticipated capacity for Sixth Form (Years 12 and 13) in September 2020 is 260. The Academy has only a limited capacity to offer certain courses. For a Level Three course the maximum expected class size will be 25, for any other level the maximum class size will be 15.

Students on roll at the Academy are required to apply for a place in Sixth Form as are students from other Academies or Schools.

The entry requirements for admission to Sixth Form shall be the same for students on roll in Year 11 at Shireland Collegiate Academy and external applicants.

Students will be admitted into Sixth Form at the start of the Autumn Term in each Academic year.

Minimum Entry Requirements

Entry Requirements for Advanced Level Courses operate at two levels

- Pathways based upon the number and type of Level Two courses gained at the end of Key Stage 4
- Subject specific criteria

All students seeking admission to Sixth Form must achieve the academic requirements for access onto the courses they are taking - details are on the Academy's website.

Over-subscription Criteria

As the Academy has only a limited capacity to offer certain courses. For a Level Three course the maximum expected class size will be 25, for our Level Two and Level One Courses the maximum expected class size will be one group each of 15. If the number of students applying for a particular course exceeds the capacity, that course will be deemed to be oversubscribed and the criteria applied.

Where the number of eligible internal and external applicants for a course of study exceeds the places available, then admission for all applicants will be determined in accordance with the following priority *of admission criteria*:

1. Looked after children who meet the academic requirements of the course. This category includes a 'looked after child' or a child who was previously looked after but, immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order.
2. Children with exceptional medical or social reasons for requiring the Academy.
3. Students with siblings in any year at the Academy at the time of admission, who meet the academic requirements of the course. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters
4. All other applicants who meet the academic requirements of the course with straight line distance from the Academy as the tie breaker. This will be measured in a straight line from the front door of the student's house to the door of the main reception area of the Academy using the local authority's GIS system. In the event that two or more children live at the same distance from the Academy (for example, families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). In the event that parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the relevant distance will be measured from the front door which is closest to the Academy.
5. If courses are full, students will be offered a place with alternative course options. Shireland Collegiate Academy will hold a waiting list, in order of the above criteria, of students who have not been offered a place. The waiting list will operate for the first term, after which no more students will be admitted.

Extra students can sometimes be accommodated over the admission number if the student's chosen courses are not full.

The Academy reserves the right to withdraw courses.

False Information

Where Shireland Collegiate Academy has made the offer of a place in Sixth Form on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in Sixth Form to a student with a lower level of priority, the offer of a place will be withdrawn.

Late Applications

If an application is received after the deadline this will be considered 'late'. Unless exceptional circumstances apply, e.g. hospitalisation of a parent/carer or a family has just moved into the area, late applications will be considered after the allocation of places. If Shireland Collegiate Academy is full, late applicants will be placed on the waiting list in order of the over-subscription criteria. Evidence will be required of exceptional circumstances.

Applications received after the start of the Academic year will only be considered if places on the requested courses are available and the student meets the academic requirements of the course. Further applicants will be added to the waiting list.

Accepting or Declining the Offer of a Place

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course.

Parents/carers are required to accept or decline the allocated place using the form sent with the conditional offer letter. The form must be returned to Shireland Collegiate Academy within two weeks from the date of the offer letter. Failure to respond may result in the place being withdrawn. Parents/carers are requested to advise Shireland Collegiate Academy at any stage, if they are not accepting the place for any reason.