

# Admissions Policy 2018 - 2019

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<b>CLASSIFICATION:</b>	Strategic
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## Pre 16 Admissions

### 1. Introduction

We are an open access comprehensive school catering for children aged between 11 and 16. The maximum admission number for each September intake is 174 students. Bridgnorth Endowed School is an admission authority in its own right and the Academy Trust is therefore responsible for determining the school's admissions policy. Bridgnorth Endowed School has adopted the same arrangements and oversubscription criteria as those determined by Shropshire Council for all Community and Voluntary Controlled schools in Shropshire. For transfers to secondary school in Year 7 the Council's Admissions Team co-ordinates the admissions process and all enquiries regarding Admissions should be addressed to them. They publish a booklet "Parents Guide to Education in Shropshire" each year with up to date information about schools and a full explanation of the admissions processes. The booklets are available from the Shropshire website or reference copies are available in schools and local libraries. Parents / carers who may wish to speak directly to the Admissions Advisor may also contact them through the Admissions Team. Admissions for any year group other than the start of Year 7 will be classed as In-Year or Mid-term applications and will be handled directly by the school. (Please see section 7)

1.1 A copy of the determined arrangements are available for viewing on the Council's website at [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

1.2 The contact address is: Admissions Team, Learning and Skills, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. Tel: 0345 678 9008 or email: [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk) website: [www.shropshire.gov.uk](http://www.shropshire.gov.uk) Catchment areas for schools can be viewed on Local view which can be found on the above website address.

### 2. Published Admission Number (PAN)

This school has a Published Admission Number of 174 for each Year 7 intake (this number also applies to Years 8 – 11). The number of preferences received and places allocated for the previous year can be viewed on the Shropshire Council website and in the Parents' Guide to Education booklet.

### 3. Statemented Students

Students with a statement of Special Needs. Following the School Admissions Code section 1.6 – students with a statement will not be part of an oversubscription process and will receive a place at the academy in the event of the school being oversubscribed.

### 4. Applications

Parents / Carers of Year 6 children and resident in Shropshire will be required in the Autumn term prior to the school year of transfer to make an application naming 3 preferences via the Shropshire website. The online application facility will be available in early September. Where there are more applications than there are places available, allocations will be made in accordance with the oversubscription criteria. Full details of these criteria are given in the

Parents' Guide booklet; therefore it is recommended that parents read the booklet before completing the application, but, in general terms, they are based upon the following (in order):

Children who have a Statement of Special Educational Needs or Education, Health and Care Plan from Shropshire Council, which names the school which the child should attend because their needs can be met best by that particular school, will be offered places before other children. After that places will be offered up to the admission number in the following priority order:

**Priority 1:**

Priority will be given to children in public care, usually referred to as "Looked After Children" and children who were "Looked After" but ceased to be so because they were adopted as defined in the School Admissions Code.

**Priority 2:**

Children living inside the catchment area will have next priority. If there are not enough places for all the children living in the catchment area, we will look at the following two criteria:

- 1) Priority will be given to children living within the catchment area who will have an older sibling of compulsory school age (11-16) at the school on the day they are due to start there.
- 2) After that, priority will be given to other children who live within the catchment area.

**Priority 3:**

After that, any places that are left will be offered to children who live outside the catchment area. If there are not enough places for all of them, we will look at the following two criteria:

- 1) Priority will be given to children living outside the catchment area who will have an older sibling of compulsory school age (11-16) at the school on the day they are due to start there.
- 2) Secondly, priority will be given to children living outside the catchment area without an older sibling at the school, but who have attended a maintained primary school that lies within the secondary school's catchment area, for more than a whole academic year immediately prior to transfer.
- 3) After that, priority will be given to other children who live outside the catchment area.

If, in any of the above priority categories, there are more applications than there are places available, priority will be given on the basis of distance measured as a straight line on a computerised mapping system between the home address and the nearest entrance gate of the school by pinpointing their easting's and northings. The shortest distance will be given priority. Where two addresses are within the same block of flats, the lowest number of flat or nearest the ground floor will be deemed to be the nearest in distance.

**Notes which apply to the oversubscription criteria:**

Very exceptionally, where a child has a particular health reason requiring them to attend a specific school, that child may be given a place before any of the children who qualify under Priorities 2 and 3 above. This will only be allowed if parents / carers can provide written evidence from a medical professional that attending that particular school is **essential** to the medical well-being of the child. The Council reserves the right to check the relevance of the medical condition.

Catchment area maps can be viewed on LocalView available from 'Maps' at the foot of the website [www.shropshire.gov.uk](http://www.shropshire.gov.uk) or individual addresses can be checked by contacting the Admissions Team. Admission numbers can be found in the Parents' Guide to Education booklet.

The definition of a sibling is the brother or sister, stepbrother or stepsister, half-brother or half-sister living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Adopted and fostered siblings are also included. Older siblings must still be attending the school on the date the younger sibling is due to start here. However, cousins or other relatives who take up residence in the home in order to establish an "in catchment area" address will not be given priority under the sibling criterion.

In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.

All applicants are required to give correct information about the genuine residential address of the child. This is normally expected to be with the parent / carer who has care of the child for the majority of the time (this is school time during the week in term time) but where care is shared equally, the home address will be determined by which parent receives the relevant Child Benefit.

In the event that two individual applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

## **5. Refusals**

The Academy may refuse admission to applicants who have been permanently excluded from two or more other schools; this does not apply to children with statements of special educational needs. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose.

Shropshire does not operate a system of feeder schools, as the home address of your child is the arbiter of being offered a place. That home will be checked against data sources to ensure potential applicants are not, for example, using other relatives' addresses, work or office addresses to achieve a higher priority under the published criteria.

## **6. Appeals Process**

Any applicant refused a place at Bridgnorth Endowed School as an academy has a right of appeal to an independent appeal panel.

An academy is its own admission authority and so you should contact the school in order to lodge your admission appeal if you are refused admission. The school will give you the information you need.

The academy has to ensure that the independent appeal panel is trained to act in accordance with all relevant provisions of the School Admissions Appeals code published by the Department for Education. The code can be found online at [www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00014-2012](http://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00014-2012)

If, after your appeal, you are concerned that the appeal did not comply with the Code or was set up wrongly, and that this affected the outcome of your appeal, you can complain to the

Education Funding Agency (EFA). The EFA will investigate the complaint on behalf of the Secretary of State.

If the EFA finds that the appeal arrangements have breached the Code, the academy may be required to establish a fresh appeal to hear your case if EFA finds that any breach may have affected the outcome of the appeal.

Complaints to the EFA about the appeal panel process should be submitted by sending a completed complaint form by email to [academyquestions@efa.education.gov.uk](mailto:academyquestions@efa.education.gov.uk) or by post to the Admission Appeal Complaints team at the Education Funding Agency.

## **7. Mid-Term or In-Year Admissions**

Where families wish to change the school their child attends at other times of the year after the start of Year 7, please contact the Deputy Headteacher, via the Head's PA on 01746 762103, in the first instance in order to make an appointment to visit the school. You will be given an indication of whether there are places available in the relevant year group. If other applicants want that same place we will apply the same published criteria to determine the priority for that place. If there are no places available the school will be able to inform you of the Appeals process.

Parents and carers with children, at any age, in any primary school wanting to discuss admission to Bridgnorth Endowed School, or to visit, are invited to contact the Deputy Headteacher.

If an application is made for a student to be admitted to the Academy and the required year group is below the level of the published admission number applicable to the age group, the student will be accepted subject to the provisions of section 4. The Academy may refuse to admit a child where there are places available on the grounds that admission of such a student would prejudice the provision of efficient education or the efficient use of resources in any year group.

The Academy will consult and co-ordinate its arrangements, including over the rapid re-integration of children including those who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with local in-year fair access protocols for securing schools for unplaced children.

## **Post 16 (6<sup>th</sup> Form) Admissions**

### **1. Introduction**

Bridgnorth Endowed School sixth form specialises in advanced course provision and selected one year courses. We endeavour to offer the best advice and guidance to prospective students regarding the suitability of courses to meet their needs to ensure their success in the sixth form.

### **2. The Admissions criteria are:**

The entry criteria apply equally to internal and external applications.

#### **1. GCSE performance**

The criteria for entry to the School Sixth Form will be a minimum of 5 A\* - C grades at GCSE including English and Mathematics. In addition to this each course and subjects in the sixth form has specific entry requirements which are outlined in the sixth form prospectus. This ensures

that students are matched to courses on which they are most likely to achieve success. Access to an Advanced course requires a minimum of 5 GCSE C grades or better in at least 5 different subjects. A minimum of C grades are required in many subjects chosen for further study at Advanced level or, in the case of subjects not previously studied, in a related discipline but some subjects will require B grades at GCSE to ensure that students give themselves the best opportunity for success at Advanced level (specific entry requirements by subject will be published through the prospectus).

2. An appropriate course is on offer

We cannot offer **all** subject combinations. By 'appropriate course' we mean that we are both able to offer the combination of subjects the student wishes to study and the student has met the subject specific entry requirements as specified in the sixth form prospectus.

### **3. Internal Students**

All internal students who meet the above criteria will be offered a place in the sixth form.

### **4. External Students**

The school admits students who are studying elsewhere in Year 11. Admission Number: 20  
If the number of external applicants does not exceed the Admissions Number, all external applicants who meet the admission criteria will be admitted.

External applicants to the School will need to complete a supplementary form and provide the following evidence:

- Proof of date of birth
- Proof of address

### **5. Oversubscription criteria (for external students only):**

If there are more than 20 applicants, then the oversubscription criteria for external students will be applied. The criteria for oversubscription will be applied in the following order until all 20 places have been allocated:

1. Students in the care of the Local Authority (looked after children) or previously looked after children.
2. Other students.

### **6. Tiebreaker – Distance to the door**

If Bridgnorth Endowed Sixth form receives more applicants than there are places, priority will be given to those living nearest to the school.

The distance which determines how close the child lives to the school is the shortest straight line distance, as the crow flies, between the entrance to the child's permanent address and the entrance door to Bridgnorth Endowed Schools reception. The distance is measured in kilometres to four decimal places, using dataMAP SMART Education GISD software or equivalent. In the event of two or more distances being the same, random allocation will be used to decide the priority given to each application.

The student's permanent address is where he or she normally lives and sleeps and goes to school from on the majority of school nights (Sunday – Thursday). Proof of residence can be requested

at any time throughout the admissions process. If false or misleading information is used to gain entry to the school, the offer of a place will be withdrawn and the application cancelled.

Applicants not offered a place are sent details of the Independent Appeals procedure and can ask to be placed on the School's Waiting List. Applicants are offered a place from the waiting list in order of their ranking on the list up until the end of the summer term preceding Year 12 entry.

All students interested in a place in Bridgnorth Endowed School Sixth form should apply by the 10th January 2018. Applications received after the 10th of January will be deemed as late. All late applications will be dealt with once all the 'on time' applications have been processed.

## **7. In year entry**

It is important that students access as much learning as possible and as such the ideal is for students to commence courses at the start of September. However, some in year entry will be possible. The rules set out above will apply for all students but October half term is the final entry point because students will have missed too much of their courses to be successful.

## **8. Progression into Year 13**

Places in the sixth form in Year 13 will be allocated to all students who successfully complete Y12 courses.

This will be determined by passing either the end of year internal examinations (for the 2015 A Level courses) and for the legacy A Levels, passing the AS part of the course with a minimum of a grade E. In exceptional circumstances students may be allocated a place in Year 12, rather than Y13 so that they can repeat courses. External students who have completed year 12 in another school/college may apply to enter year 13, following the 'in year entry' rules, and must demonstrate successful completion of year 12.

## **9. Appeals**

Parents/carers have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the school. The arrangements for the appeal will be in line with the Code of Practice on School Admissions Appeals as published by the Department for Education. The determination of the appeal panel will be binding on all parties. Guidance for parents on how the appeals process works will be provided on request, to parents/carers and published on the school website.