



The Hill Trust

**BREDON HILL ACADEMY
ADMISSIONS POLICY**

2018/19

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To Be Reviewed:	September 2018
Author:	CES
Reviewer:	Board of Directors
Audience:	School website – Admissions, Governor’s Website, Staff Share

“The Academy” refers to each individual academy within the Hill Trust.

“Head teacher” refers to each Head teacher of individual Academies within the Hill Trust.

ADMISSION POLICY

This Policy should be read in conjunction with Worcestershire County Council’s Information for Parents booklet on Admissions and Transfers to Schools 2018-2019 and is available to view online at www.worcestershire.gov.uk/schooladmissions.

The Academy welcomes applications from all parents or carers who wish their children to attend the academy. Students and their parents/carers who are considering applying are invited to visit the academy on our Open Evening in the October of the year prior to intended admission.

Pupils will be admitted at the age of 10+ without reference to ability or aptitude using the criteria below. The Published Admission Number for entry in Year 6 in September 2018 and subsequent years will be 162 unless changed in accordance with statutory procedures.

Experience suggests that there may be more applications than places. The following procedure for applications is designed to ensure that the Directors’ Admissions Policy is applied as fairly and consistently as possible.

Admissions Process

The parents of **ALL** pupils **resident** in Worcestershire, **including parents whose preference is for the catchment area school for the child’s home address**, seeking a place at **any Middle School**, including any Academy, Foundation, Free or Voluntary Aided School, **and any High School outside Worcestershire**, must complete a Worcestershire Common Application Form on-line.

Applications can be made on-line up until the closing date, **15th January 2018**, by visiting www.worcestershire.gov.uk/schooladmissions. If you do not have access to the internet, Application Forms are available from the school, or by request on telephone number (01905) 822700.

The parents/carers of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the ‘home’ L.A. (The ‘home’ L.A. is defined as the Local Authority relevant to the Child’s home address). The ‘home’ Local Authority will ensure that the application details are passed onto Worcestershire L.A. for consideration in the allocation of school places.

When are the decisions made?

For pupils resident in Worcestershire, if the parent/carer applied on-line they will receive the offer by email on 16th April 2018. The offer letters for those not applying on-line will be posted on **16th April 2018** via second class postage. They will be sent direct to parents/carers, by the School Admissions Section on behalf of the Directors of The Hill Trust.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application form, a place will be offered at the nearest school with

available places. The offer letter will include an acceptance/decline slip which must be returned by the date specified in the offer letter.

For pupils not resident in Worcestershire, the offer or refusal letters will be sent direct to parents/carers by the 'home' L.A., even if it is for a school in Worcestershire.

Parents/carers are strongly recommended to check all the information they have given on applications forms. Worcestershire County Council and the Directors at The Hill Trust will endeavour to query any information they believe may be missing or incorrect but cannot be held responsible for any places offered or refused according to ranking of applications based on incorrect or incomplete information provided by parents/carers.

Procedure

All applications submitted to the home Local Authority naming the Academy in any position of preference will be forwarded to the school. The Board of Directors will rank all applications against the published Admissions Criteria according to the information given by parents/carers on application forms.

Applications will be sorted in descending order according to the Oversubscription Criteria below. With a set number of places available (162 at Bredon Hill Academy), this number will be reached at varying levels each year, depending on the number and nature of applications received.

The deadline for receipt of applications published by the Local Authority must be adhered to and applications received after this date will be at a disadvantage in the event of oversubscription.

Late Applications

The Academy Trust has agreed to accept late applications, within the time-frame set out in the Local Authority co-ordinated scheme, up to and including 28th February 2018, and treat them as being on time, only in the following circumstances:

1. Where a family have moved address in the catchment area of the school (refer to Section 8 of the Information for Parents booklet).
2. Where it is agreed by The Hill Trust that circumstances apply and the delay was reasonable, given the circumstances of the case.

In each case supporting documentary evidence will be required. **In all other circumstances, or if the application is not received until after the date set out in the scheme, late applications will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.**

Offers of Places

The Hill Trust will rank all applications received by the deadline in order of priority as described below. The details will then be provided to the Local Authority who will make offers in accordance with the Co-ordinated Scheme. The offer of a place will be a single offer at the school for which the child ranks highest. If it is possible to make a potential offer at more than one school, then the final offer will be for the school identified with the higher preference. If the Academy is the preferred school but a

place has not been offered the parent/carer will be advised of the right to appeal within fourteen days of the date of the Local Authority posting the letter.

Parents/carers must complete and return the acceptance slip contained in the offer letter as soon as possible, indicating whether they are accepting the place (see below for circumstances where an offer may be withdrawn).

Firm offers will be made by the home Local Authority on the published date on behalf of The Hill Trust. Parents/carers should not contact the school directly if they have not received an offer letter.

The Hill Trust reserve the right to withdraw an offer of a place before the student is admitted to the school where it is found:

- The offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a student with a stronger claim, for example, the use of an inappropriate home address; or
- Where a parent/carer has not responded in writing to the offer within 14 days of the offer being made.

It may be necessary for the Academy to carry out checks to confirm that information given in relation to the child's home address is genuine. Parents/carers may be asked to provide documentary evidence of the address given.

If a parent/carer withdraws the application for any reason or wishes to decline an offer of a place at the Academy, they must inform the Headteacher and School Admissions at the home Local Authority immediately in writing.

They must also notify any change of the student's home address immediately in writing to the Headteacher and to School Admissions at the home Local Authority.

Please be aware that we are unable to reserve places in the event that further applications may be received, this means that we will not be able to process your application more than 6 weeks in advance of the date you require a place.

Waiting Lists

The parents/carers of students who are unsuccessful in gaining a place in the normal round of applications may write to the Headteacher at the Academy to request that the student's name is placed on the waiting list for a place, irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available, it will be allocated from the waiting list according to the Oversubscription Criteria listed below. This waiting list is maintained until the end of December 2018.

Please note that if parents/carers wish their child's name to remain on the waiting list for Year 6 after December 2018, they must put this in writing to the Headteacher at the Academy at the **start of each new term**.

Each waiting list is maintained strictly in order of the priorities of this Policy and not based on the date the application was added to the list. Therefore applications received after the allocation of places may receive a higher ranking than those who may have been on the list for some time if they have a higher priority in the Oversubscription Criteria. We have to admit any student who is the subject of a direction or allocated to us according to the local Fair Access Protocol and any such students take precedence over those on the waiting list.

Statement of Special Educational Needs

Children for whom a **Statement of Special Educational Needs or Education Health and Care Plan (EHCP)** has been agreed naming the Academy on the statement: where places required by statemented students are known before the Admissions Committee meets, the number of students with statements naming this school will be deducted from the places available to be offered (162 at Bredon Hill Academy). Such students are automatically offered places the school and Worcestershire County Council and the Board of Directors will consider each application for a statemented student individually. A response of concern may be raised prior to the naming of the school on a statement if they consider the provision will be inadequate for the child's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other students.

Admission of children outside the normal age group

Parents may seek a place for their child outside of their normal age group. The Directors will make decisions on the basis of the circumstances of each case and in the best interest of the child concerned.

The Hill Trust will request the Head Teacher of the school to reach the final decision. This will involve the Head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

Fair Access Protocol

As part of the new Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol', the Academy can be required to exceed the published admission number to admit pupils covered by the Protocol.

In-Year Admissions for all Year Groups

All applications with a first preference for 'In Year' transfers into the Academy must be forwarded to the Academy.

The procedure for in-year admissions for Worcestershire residents is as follows:

1. Parent/Carer to complete the application form (CA1) and ensure form is counter-signed by current Headteacher (if already attending a Worcestershire school).
2. In the case of a first preference for a Community or Voluntary Controlled School, the parent should then forward the form onto the Worcestershire County Council School Admissions Section to be processed.
3. In the case of a first preference for an Academy, Foundation, Free or Voluntary Aided School, or a school in another Local Authority, the parent should forward the form to the individual school.
4. The Local Authority or individual school will write to parents, normally within 10 school days, of the form being received to notify of the decision. In the case of an Academy, Foundation, Free or Voluntary Aided school, the school will also notify the Local Authority. Where it is not possible to offer a place, parents will be notified of the right of an appeal by the relevant admission authority and, in most cases, an alternative school will be offered.
5. If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim.

Appeals

The parents/carers of children who are unsuccessful in gaining a place at the Academy may appeal to an Independent Appeals Panel. Parents/carers wishing to do this should contact the Headteacher of the Academy, **in writing, within fourteen days of receipt of notification.**

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code. Parents/carers may attend the hearing of their appeal and make their case to the panel. Whether an appeal is successful is likely to depend on the merits of the case.

Oversubscription Criteria

Where there are more applications than places, students will be offered places in the following order of priority:

1. Relevant 'Looked After' children and previously 'Looked After' children.
2. Siblings (see below for definition) of pupils attending the school **and** living within the **catchment** area of the school. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission. Copies of catchment area maps, if required are available from the Local Authority, or can be viewed in school.

In the event of a school catchment area change being approved, pupils who would still have a **sibling connection** (see below for definition) at the time of admission and who are living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved will be considered as living within the **catchment area**.

3. Pupils living within the **catchment** area of the school. Copies of catchment area maps, if required are available from the LA, or can be viewed in school.
4. Pupils living outside of the catchment area but who would still have a **sibling connection** (see below for definition) at school at the time of admission. In order to qualify for a place on the grounds of a sibling attending the school, the sibling must already be attending the school at the time of application and still be attending at the time of admission.
5. Pupils who were attending a feeder school at the time of application.
6. Children of staff at the mainstream school, where that member of staff has been employed for two or more years, and/or is recruited to fill a post for which there is a demonstrable skill shortage.
7. Pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Local Authority uses a 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 (lottery). Someone totally independent of The Academy Trust will supervise this process.**

*'Looked After' means all those currently in the care of a Local Authority or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, a child arrangements order or special guardianship order.

Where there are too many applications from within the catchment area, priority will be decided in the following order, i.e. sibling connection, attendance at feeder school, children of staff, then according to distance, each assessed as indicated above. Where there are too many applications from within the out of area sibling criteria, priority will be decided in the following

order, i.e. attendance at feeder school, children of staff, then according to distance, each assessed as indicated above and so on with all other criterion.

Siblings:

Students who would have a sibling attending the school at the time of application and still attending at the time of admission. The sibling connection, as well as brother and sister will include half-siblings (that is children who share one birth parent) and legally adopted children. They must also be living at the same home address. In the case of only one place being available for multiple births the Directors will exceed the PAN and admit all children from the multiple births. The Directors will then regulate admission into that year group so as to ensure the number on roll returns to PAN.

Feeder Schools for Bredon Hill Academy:

Our feeder first schools are:

Ashton under Hill First School

Bredon Hancocks Endowed C of E First School

Broadway First School

St Mary's Catholic Primary School, Broadway

Cropton & Charlton C of E First School

Eckington First School

Elmley Castle C of E First School

Overbury C of E First School

Sedgeberrow C of E First School

Applicants must be on roll at one of these schools at the time of application to qualify under this category. There is no guarantee of a place at Bredon Hill Academy for applicants attending a feeder first school.

Home:

Home is defined as the address where the student usually lives at the time of application and which is the address of the parent who receives Child Benefit for the student. Documentary evidence may be required.

Worcestershire School Admissions

Tel: (01905) 822700

Website: <http://www.worcestershire.gov.uk/schooladmissions>

Postcode catchment area on-line check

Website: <http://www.worcestershire.gov.uk/schoolinformation>

Transport Assistance

Free transport to school may be provided by the local authority in certain circumstances. Full details are available from your Local Authority. The contact details for Worcestershire are:

Tel: (01905) 765765

Website: www.worcestershire.gov.uk/schooltransport