

# NORTH BROMSGROVE HIGH SCHOOL

## ADMISSIONS POLICY: 2025 ENTRY

Document Owner	Headteacher
Author	Headteacher
Committee	LGB – Trust Board
Frequency of review	Annually
Date of last review	January 2024
Date approved by Trust Board	7 February 2024
Date of next review	December 2024

For entry to Year 9 at age 13 in September 2025

This Policy contains four sections:

**Introduction.**

**Admissions process.**

**Oversubscription criteria and definitions.**

**Useful contact details.**

**The Policy should be read in conjunction with** Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools and is available to view online at:

[www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

A copy of the book is also available to view in schools, libraries and at your Local Worcestershire Hub.

## **INTRODUCTION**

A1. North Bromsgrove High School is a 13-18 Academy High School serving an area of North East Worcestershire, and is part of the Shires Multi Academy Trust.

A2. The Academy is the admission authority (aligned to the school admissions code) with powers to decide the arrangements for admitting students including the admissions criteria for North Bromsgrove High School.

A3. Students will be admitted at the age of 13+ without reference to ability or aptitude using the criteria below. The Published Admission Number for entry in Year 9 in September 2020 and subsequent years will be 300 unless changed in accordance with statutory procedures.

A4. Admission to North Bromsgrove High School is not dependent on any "voluntary" contribution or selection criteria.

A5. Usually, students living within our catchment areas are able to obtain a place at the school, although this is not guaranteed. We are also usually able to offer places to some students from outside catchment.

A6. The DfE number for North Bromsgrove High School is: 885 4021

## **ADMISSIONS PROCESS**

B1. The parents of **ALL** students **resident** in Worcestershire, **including parents whose preference is for the catchment area school for the child's home address**, seeking a place at **any High School**, including any Academy, Foundation or Voluntary Aided School, **and any High School outside Worcestershire**, **must** complete a Worcestershire LA Common Application Form (SA1), by the closing date, 31 October 2024.

B2. The parents of students resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the "home" LA. **(The "home" LA is defined as the Local Authority relevant to the child's home address)**. The "home" LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places.

B3. Applications can be made online up until the closing date, **31 October 2024** by visiting [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

If you do not have access to the internet application forms are available from the school, Local Worcestershire Hub or by request on Tel. no: 01905 822700.

B4. The SA1 Common Application Form gives parents the opportunity to nominate schools, ranked in order of preference.

B5. It is very important to note that the SA1 Common Application Form must be received by the LA by the deadline of **31 October 2024**. Please be aware that SA1 Common Application Forms should not be sent to the school directly.

## LATE APPLICATIONS

B6. To make an application after the closing date of **31 October 2024**, an SA1 Late Application Form must be completed and submitted to the School Admissions Section. SA1 forms will be available online to download by visiting [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions).

Or by request on: **01905 822700**. Late applications received between **1 November 2024 up to and including 31 January 2024** will be accepted and treated as being on time only in the following circumstances:

- Where a family have moved address in the catchment area of the school.
- Where it is agreed by the admissions authority that circumstances apply and the delay was reasonable, given the circumstances of the case.

B7. For students resident in Worcestershire, an offer of a place will be made on **1 March 2025**. The offer will be sent direct to parents, by the Student Admissions and Transfers Section, even if it is on behalf of the governing body of an Academy, Foundation or Voluntary Aided School, or a school in a neighbouring LA.

B8. 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 will include an acceptance/decline slip which must be returned by the date specified in the offer.

**For students not resident in Worcestershire, the offer or refusal of a place will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.**

B9. Parents/carers are strongly recommended to check all the information they have given on application forms. The admissions authority 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.

B10. Arrangements for students with a **Statement of Special Educational Needs** or an Education Health and Care Plan:

Where places required by statemented students are known before the Admissions Committee meets, the number of students with statements or EHCPs naming North Bromsgrove High School will be deducted from the 300 places available to be offered. Such students are automatically offered places at the school and the Head Teacher and Governing Body 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 that provision will be inadequate for the student's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other students.

B11. North Bromsgrove High School welcomes applications from all parents or carers who wish their children to attend. Students and their parents/carers who are considering applying are invited to visit the school on our Open Evening for Year 8 students and their parents/carers in the October of the year prior to intended admission.

B12. All applications submitted to the home Local Authority naming North Bromsgrove High School in any position of preference will be forwarded to the school. The admissions authority will rank all applications against the published Admissions Criteria according to the information given by parents/carers on application forms.

B13. Applications will be sorted in descending order according to the Oversubscription Criteria below. With only 300 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.

B14. 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.

B15. The admissions authority will rank all applications received by the deadline in order of priority as described below. The names of applicants to whom places could be offered will then be provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to you of a place at the school for which your child ranks highest, where a place is available; if it is possible to make a potential offer at more than one school, then the final offer will be for the school identified as your higher preference. If you have named North Bromsgrove High School as one of your preferences but have not been offered a place, you will be advised of your right to appeal within fourteen days of the date of the Local Authority posting the letter.

B16. 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. Offers will not be made by North Bromsgrove High School and parents/carers should not contact the school directly if they have not received an offer letter.**

**B17. The admissions authority reserve their right to withdraw an offer of a place before the student is admitted to the school where it is found that:**

- **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 school to carry out checks to confirm that information given in relation to students's home addresses is genuine. Parents/carers may be asked to produce documentary evidence of the address given. If you knowingly give false information in order to obtain a school place you could be guilty of an offence under the Perjury Act 1911.**

B18. If you withdraw your application for any reason or wish to decline an offer of a place at North Bromsgrove High School you must inform the Head Teacher and Student Admissions and Transfers at your home Local Authority immediately in writing.

B19. You must also notify any change of the student's home address immediately in writing to the Head Teacher and to Student Admissions and Transfers at your home Local Authority.

## **WAITING LISTS**

C1. Waiting lists for Community and Voluntary Controlled Schools are maintained by the Academy, and parents need to apply, in order to be included. These waiting lists will be maintained until the end

of the Autumn term. At that stage parents/carers will need to reapply at the start of the following term if they wish to be included.

C2. We have to admit any student who is the subject of a direction by the Local Authority or allocated to us according to the local Fair Access Protocol and any such students take precedence over those on the waiting list.

## **ADMISSION OF STUDENTS OUTSIDE OF THEIR NORMAL AGE RANGE**

D1. Parents/carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, effectively in the year group below or above their chronological age group.

D2. The Local Authority will request the Head Teacher of the school to reach the final decision. This will involve the Head Teacher completing an educational assessment to determine whether or not it is appropriate for the individual student to delay or accelerate their entry into school and be taught outside of their chronological age group.

## **IN-YEAR ADMISSIONS**

E1. Students do occasionally move home address within an academic year, and in many such situations, even when the move takes students further away from the school they attend, the decision to maintain continuity of education takes precedent over a change of school in parents'/carers' minds. This is particularly so in the case of high school students, who are more likely to be in examination groups.

E2. Where we may receive requests from parents/carers wishing to access a place at North Bromsgrove High School because they are dissatisfied with a situation at their child's current school. Our advice, in these situations, is always to discuss the nature of your concern with the Head Teacher of your current school before applying to transfer.

E3. In-year applications are made on application form CA1 (available from schools or from Worcestershire County Council). Parents/carers completing a CA1 application form for 'In Year' transfers, with a first preference for a Community or Voluntary Controlled School in Worcestershire, must forward the application to Worcestershire County Council, School Admissions Section and **not directly to the school.**

E4. When a place is offered for in-year transfer, and there is not a reason for immediate transfer, then admission may be deferred for up to 12 school weeks to allow our pastoral staff to receive information from the student's previous school and carry out planning for the student's entry into a year group. During this time it is the parents' responsibility to ensure that their child receives appropriate education, which may be at their existing school.

E5. Paragraph 3.12 of the Admissions Code states that where the Governing Body does not wish to admit a student with challenging behaviour outside the normal admissions round, it must refer the case to the local authority for action under the Fair Access Protocol.

## **APPEALS**

F1. Students unsuccessful in gaining a place at North Bromsgrove High School may appeal to an Independent Appeals Panel. The Independent Appeals Panel's procedures are in accordance with the Schools Standards and Framework Act 1998 and the Appeals Code.

F2. If parents/guardians wish to appeal, they should write, setting out the grounds for appeal, to the clerk of the Board of Trustees of Shires Multi Academy Trust within 20 school days of receipt of confirmation that the application was unsuccessful. Parents/guardians will receive at least 10 school days' notice of the date of the appeal hearing but in exceptional circumstances will have the right to waive this notice. Parents/guardians will usually receive notice of the outcome of the appeal within five school days of the hearing.

F3. Parents/guardians are invited to attend the hearing of the appeal and make their case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only. Parents/guardians may be represented or accompanied by a friend or relative and must inform the school in advance if they wish to call any witnesses or be represented at the hearing. Further information on appeals is available on request from the school. Only one appeal is permitted in respect of the same academic year.

## OVERSUBSCRIPTION CRITERIA

G1. The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place at the school. The admissions authority takes considerable time and the utmost care to ensure that the system is applied fairly.

G2. Where there are more applications than places students will be offered places in the following order of priority (for definitions of the words in bold, see the section below on Definitions):

- i) Relevant 'Looked after' and previously 'Looked after' children (see below for definition).
- ii) Siblings (see below for definition) of students 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 LA, or can be viewed in schools.

In the event of a school catchment area change being approved, students 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.

- iii) Students 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 schools.
- iv) Students 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.
- v) Students who were attending a feeder school at the time of application.
- vi) 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.
- vii) Students 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 centre of 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 North Bromsgrove High School will supervise this process.***

G3 The school may be required to exceed its published admission number by up to two places in each year group to admit students:

- Who have been or are at high risk of being permanently excluded from school.
- Who are Relevant Looked After Children.
- Schools can be required to admit students recognised by the local authority as being 'hard to place' within the 'Fair Access Protocol.'

G4. Where there are too many applications from within the first category, applications will be given priority if they meet the conditions of the second category. If any places then still remain, applications will be given priority according to the third category, and so on.

G5. In the event of a tie-break on distance from home then lots will be drawn for any available place.

## **DEFINITIONS**

### **H1. Relevant Looked After and previously Looked After Children**

'A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### **H2. Catchment Area**

Our catchment area is defined on the map which may be viewed on request from Student Admissions and Transfers at Worcestershire County Council. Proof of residence may be required. The offer of a place may be withdrawn if acceptable proof of residence is not provided when requested.

If you wish to check whether your address falls within the catchment area for North Bromsgrove High School, you may also visit [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) and use the on-line postcode catchment area checker.

While there is no guarantee of a place for student living in our catchment area, it has been the case in the last few years that places have been offered to most or all applicants resident in catchment. This cannot be relied upon for the future as demographic and other changes may make it less likely.

### **H3. Parent[s]/Carer[s]**

Parent, carer and others who have actual care of a student and whose address appears on the student benefit book or other legal agreement confirming the care of the student.

### **H4. Sibling**

Refers to brother or sister, half-brother or half-sister, step-brother or step-sister or the child of the parent/carers partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

In the case of only one place being available for multiple births the Governors will exceed the PAN and admit all children from the multiple births. The Governors will then regulate admission into that year group so as to ensure the number on roll returns to PAN.

### **H5. Home**

Must be the address where the student usually lives which is the address of the parent/carers who receives Child Benefit for the student. Documentary evidence may be required. Places cannot be

offered on the basis of a possible future address. If you move to a different address but have not sold or given up the tenancy of your previous home, this will not count as a change of address. Also, if you allow your child to live with someone in a different area, the student's usual home will be taken as their home address for the measurement of distance. Students who have parent[s]/carer[s] with shared responsibility will have the address of the parent/carers who is in receipt of Child Benefit used as their home address for admissions purposes. If you are moving, the Governors will need one of the following before they can consider your new address when applying the Oversubscription Criteria for a place at this School:

- A letter from a solicitor confirming that you have exchanged contracts to buy a property;
- A tenancy agreement confirming that you will be renting a specific property;
- A letter from a housing association confirming that you will be living at a specific address.

### **Sixth Form Admissions Policy and Oversubscription Criteria**

North Bromsgrove High School offers a wide range of both A Level and Vocational qualifications. The agreed funding capacity for the Sixth Form is for a total of 250 students across Years 12 and 13. We expect to respond to the needs of those students who follow the application process and meet the entry requirements for their chosen courses. A sufficient number of places are available to provide for all Year 11 students already at the school, who wish to continue their Post-16 studies with us, subject to minimum entry requirements as detailed below.

We continue to welcome applicants from other schools who wish to undertake post-16 studies at North Bromsgrove High School (PAN is external 10 students), where places are available and subject to the same minimum entry requirements as detailed below.

A Sixth Form Open Evening is held annually, usually during October/November. Details will be published on the school's website. **Entry Requirements**

- Students must achieve a minimum of five Grade 4s at GCSE. It is preferable that English and Maths are two of the five.
- Each subject will also have its own criteria which are available on the school website.

#### **Offers and Places**

- All students who are on roll within North Bromsgrove High School in Year 11 at the time of application, and who will complete Year 11, are automatically offered places in Year 12 provided they achieve the published entry requirements.
- If a North Bromsgrove High School student does not take up this offer, but subsequently decides after 01 September that they do wish to join Sixth form, they will join the waiting list and only be offered a place if one becomes available under the terms of the published Oversubscription Criteria. Such requests will not be considered after 30 September of the new Year 12 academic year. **Late Applications**
- If the volume of applications is particularly high, applications after the deadline may not be accepted. Should late applications be accepted after the deadline of 31 January, they will be treated as lower priority than those applications received on time and may join a waiting list. The waiting list will be held until 30 September (of the following academic year).
- Students on the waiting list will be re-ranked strictly in accordance with the published Oversubscription Criteria (see below) and the applicant who ranks highest at that time would be made a conditional offer of a place, subject to them meeting the published entry criteria.



## Oversubscription Criteria

Where there are late applications, conditional offers of places will be made subject to availability, in the following order of priority:

1. Children Looked After and previously Looked After, including children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption.
2. Students with a sibling on roll at North Bromsgrove High School at the date of application who is likely to remain on roll at the date of admission.
3. Students whose home is nearest the school by the shortest direct line.
4. In the event of a tie-break on distance from home then lots will be drawn for any available place.

Where there are too many applications from within the first category, applications will be given priority if they meet the conditions of the second category and so on.

## Other Applicants

Applications from students who are younger or older than the usual age for starting Sixth Form study and applications from students whose home is not in the UK or who have non-UK qualifications will be considered on an individual basis. The Director of Sixth Form should be contacted for an initial discussion. **Students with an Education, Health and Care Plan**

- The Trustees follow the DfE SEND Code of Practice on the admission of students with Education, Health and Care Plans (EHCP)
- Students for whom North Bromsgrove High School has been named as a school on their EHCP will automatically be offered places unless:
  1. It would be unsuitable for the age, ability, aptitude or SEN of the young person or;
  2. The attendance of the young person would be incompatible with the efficient education of others, or the efficient use of resources. **Appeals**
- Appeals for Sixth Form will not be heard before confirmation of the examination results on which the offer of a place depends. Such appeals will be heard within 30 school days of being lodged. Appeals lodged after the deadline for lodging appeals will be heard as soon as is reasonably practical.
- If parents/guardians wish to appeal, they should write, setting out the grounds for appeal, to the clerk of the Board of Trustees of Shires Multi Academy Trust within 20 school days of receipt of confirmation that the application was unsuccessful. Parents/guardians will receive at least 10 school days' notice of the date of the appeal hearing but in exceptional circumstances will have the right to waive this notice. Parents/guardians will usually receive notice of the outcome of the appeal within five school days of the hearing.
- Parents/guardians are invited to attend the hearing of the appeal and make their case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only. Parents/guardians may be represented or accompanied by a friend or relative and must inform the school in advance if they wish to call any witnesses or be represented at the hearing. Further information on appeals is available on request from the school. Only one appeal is permitted in respect of the same academic year.

## USEFUL CONTACT DETAILS

**North Bromsgrove High School**

Tel: 01527 872375

Web: [www.northbromsgrove.worcs.sch.uk](http://www.northbromsgrove.worcs.sch.uk)

Email: [headteacher@northbromsgrove.worcs.sch.uk](mailto:headteacher@northbromsgrove.worcs.sch.uk)

Headteacher: Mr N. Gibson

Shires Multi-Academy Trust Clerk to Governors: Ms N Purslow

Email: [npurslow@shiresmat.org.uk](mailto:npurslow@shiresmat.org.uk)

### **Worcestershire Student Admissions and Transfers**

Tel: 01905 822700

Web: <http://www.worcestershire.gov.uk/cms/education-and-learning/enjoy-andachieve/school><http://www.worcestershire.gov.uk/cms/education-and-learning/enjoy-andachieve/school-information/school-admissions.aspx>[information/school-admissions.aspx](http://www.worcestershire.gov.uk/cms/education-and-learning/enjoy-andachieve/school-information/school-admissions.aspx)

### **Postcode catchment area on-line check**

Web: <http://www.worcestershire.gov.uk/cms/education-and-learning/enjoy-andachieve/schoolinformation/school-catchments.aspx>

**Parent Partnership Service:** local information and independent advice on Student admissions and transfers to schools

Tel: 01905 727940

Web: [www.ppsworcs.co.uk](http://www.ppsworcs.co.uk)

**ACE (Advisory Centre for Education):** a national charity that provides independent advice for parents and carers of children aged 5-16 in state-funded education

Tel: 0808 800 5793

Web: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

### **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 766524

Web: [www.worcestershire.gov.uk/schooltransport](http://www.worcestershire.gov.uk/schooltransport)

The information contained in this policy is correct at the time of going to press (February 2017) but minor amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the Governing Body at North Bromsgrove High School including information published by Worcestershire County Council.

### **MANAGING, MONITORING AND EVALUATING THE POLICY**

The designated lead for this policy will ensure that current procedures are monitored and evaluated throughout the year. The monitoring of this policy will be undertaken by the relevant members the Senior Leadership Team and the Governing Body. This policy will be reviewed biennially unless changes to statutory guidance and practice occur before the review date.

### **APPENDIX 1:**

#### **How do I apply?**

- **Apply online** at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions).
- You will need an email address.
- You will be sent an email to acknowledge receipt of your submitted application.
- If you do not have access to the internet, you can get online at any Worcestershire Library.

Or telephone School Admissions on 01905 822700 if you need assistance.

#### **Parents of children resident outside Worcestershire**

If you wish to apply for a place at any Worcestershire school, you must complete an application provided by your 'home' LA. (The 'home' LA is defined as the Local Authority relevant to the child's home address). The 'home' LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places.

If you are not resident in Worcestershire, then you should obtain admission details from your home LA, even if your preferences include schools within Worcestershire. **If applying after the closing date deadline**, you will need to visit:

[www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) or telephone: 01905 822700 to request a Late application form.

**N.B.** Places in schools are allocated on the basis of applications made online on or before the closing date. Therefore, it is very important that you apply by the closing date as applications received after the deadline may be classed as late and you may be unsuccessful, even if you have a child there already or live very close to the school. You are advised to refer to the Admissions and Transfers to Schools Information for Parents book at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) for full details.

**Related documents;**

- Worcestershire Schools Admissions Guide
- CA1 Application form
- Sixth Form Admission Guide
- Appeals Procedure