



Arden Admission Arrangements for 2012/13

Admissions Process

Our admissions process is part of the Local Authority co-ordinated scheme. Application forms are available from your own Local Authority in the autumn before admission. The home Local Authority will notify parents of the outcome of their application for a place.

Applying for Places

The school's admission number is 240 for Year 7 and 10 external students for Year 12 and Year 13. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available then all applications will be considered, together and at one time, by a committee of the Governing Body.

Age of Pupils

Students normally enter the school in Year 7 in the September after they reach the age of 11 and leave at the end of Year 11 (unless they stay on into Sixth Form). Students also enter the school in Year 12 in the September after they reach the age of 16 and leave at the end of Year 12 or Year 13 (depending on their course of study).

Date of Application

The application forms will be provided direct to parents from their home Local Authority and the completed application form must be received by your home Local Authority by their published deadline.

Late Applications

In accordance with the Local Authority's co-ordinated scheme, the following applies to late applications.

Applications received after the closing date, (unless there are particular circumstances which prevented the application being made earlier) are late and will be considered after applications with the same priority that were received on time.

Changes to applications before 1 February will be considered if possible. Changes after 1 February are late and will not be considered unless there is a genuine reason until after the allocation of places.

Late applications and changes to applications will not be processed between 1 February and the offer date.

Any late applications made under priority 1 (exceptional circumstances) will be considered by Cabinet Member.

Waiting Lists

Waiting lists are made in strict priority order against the published admission criteria for Arden. Late applications are placed after those of the same priority that were received on time.

If a vacancy arises at Arden, the place will be offered to the child at the top of the waiting list.

Waiting lists are kept until December. After this a change of school form will have to be completed (available from home Local Authority).

Oversubscription criteria

If your child has a statement of special educational needs and the statement names Arden, your child will be offered a place. This will reduce the number of places available at the school.

If we receive more applications than there are places available (which is normal), places will be offered in the following order.

Priority 1

Children looked after by a Local Authority (in line with section 22 of the Children Act). Children whose exceptional circumstances can only be met by that particular school.

Priority 2

Children who normally live in the catchment area of the school

For priority group 2, if there are more children wanting places than there are places available, we will offer places to children living in the catchment area in the following order.

- a) Children who have an older brother or sister at the school at the same time.
- b) Children going to one of the linked primary schools at the time of the application.
- c) Children living nearest the school, measured in a straight line from home to school.

Priority 3

Children who have an older brother or sister at the school at the same time

Priority 4

Children closest to the school, measured in a straight line from child's home

For priority groups 3 and 4, when there are more children than places at the school available, those living nearest the school (measured in a straight line from home to school) will be offered places first.

Offers of Places

You will only receive a single offer of a school place under the co-ordinated scheme and firm offers will be made by the home Local Authority on the published date. They will not be made by Arden.

The Governors reserve the 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, ***or where a parent/carer has not responded to the offer within 14 days of the offer being made.***

The parent(s)/carer(s) of students who are unsuccessful in gaining a place will have the student's name placed on a waiting list for a place at Arden irrespective of whether they make an appeal against the decision not to offer them a place. Any places that become available will be allocated to students on the waiting list in accordance with the oversubscription criteria listed above. Arden will advise Solihull Local Authority of any places to be offered and, where applicable, Solihull Local Authority will notify the home Local Authority (outside Solihull) that an offer has been made.

Notes:

1. Children with a statement of special educational needs that name Arden will be offered a place first. This will reduce the number of places available.
2. Under priority 3 a brother or sister must live at the same address and could be:
 - a brother or sister sharing the same parents;
 - a half-brother or half-sister, where two children share one parent;
 - a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
 - the separate children of a couple who live together; or
 - an adopted or fostered brother or sister.
3. If offering places within any one of the criteria would cause Arden's admission number to be exceeded, then children living nearest will be offered first. Distances are measured in a straight line from Arden to the home address.
4. If two or more applicants share the same distance to Arden and a place is available, the place offered will be determined by random selection.
5. Waiting lists are produced in strict order of priority, against the oversubscription criteria and are managed by Arden.
6. Applications or changes to your application received after the closing date and before the Governors' admissions meeting are late, but will be considered if possible. Applications received after the Governors' decision meeting are late and will be considered after applications with the same priority that were received on time (unless there are particular circumstances which prevented you from applying earlier).

7. If possible places will be offered at the same school to twins, triplets and children from other multiples births. If only one place can be offered the parent will choose which child should have the place.
8. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, parents can choose which address will be used.
9. Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the Admissions Team of the council in which you live. The application will be processed by the Local Authority. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the governing body will apply the admission criteria to the application so that it can be placed on the waiting list.
10. The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.

In-Year Admissions

Normal in-year applications, whether in-year or at the start of a school year which is not normal point of entry to the school, must be co-ordinated by the home Local Authority.

All such applications will be considered by Arden Admissions Committee and notification of the decision to either to offer or to refuse a place will be advised by the home Local Authority.

When an application for a place at Arden does not involve a change of address for the student concerned, or where there is no need for an immediate move, we reserve the right to defer admission until the beginning of the next term to encourage parent(s)/carer(s) to work with their existing school. Additionally, we also reserve the right to defer admission for a period until the beginning of the next term in order to collate information from the student's previous school(s) to facilitate our planning and provision mapping to meet the student's individual needs with a personalised learning programme. In such circumstances, parent(s)/carer(s) are responsible for ensuring their child continues to attend their school place to receive appropriate education.

Catchment Area

A map showing the catchment area for Arden is available for inspection at Arden or in Solihull Connect. To check if your home is within the catchment area, contact the Local Authority Schools Admission Team (0121 704 6693).

Sixth Form Admission Criteria

Admission to Arden Sixth Form only applies to external applicants, provided they meet the criteria for the courses they wish to follow.

The basic requirements for entry to Arden Sixth Form are 5 GCSEs at A*- C grade including Maths and English (which is the same for students continuing from Year 11).

At least 10 places will be made available each September to external students.

Evidence of GCSE results obtained will be required before a student can be enrolled.

Oversubscription criteria for Arden Sixth Form

In addition to those Arden pupils continuing from Year 11, where applications exceed the number of places available, the following oversubscription criteria will be applied in order of priority set out below:

- Proximity to Arden

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school should contact Arden Admissions Officer for an 'Appeal Form' or may apply in writing to Arden Admissions Committee. Appeals will be heard by an independent panel.

Appeals for on-time applications for the normal secondary admissions round (i.e. decision relating to Year 7 applications sent on national offer day) – will be heard by 06 July or the next working day.

Appeals for in-year applications – will be heard within thirty school days of the appeal being lodged.

Appeals for Sixth Form applications – will be heard within forty school days of the appeal being lodged.