



## Admissions Policy

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## Admission arrangements Years 7 – 11 (Alderbrook School)

Applications for school admission will be managed by Solihull Council in accordance with the Local Authority's coordinated scheme for admission.

The school's admission number is 250. 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, all applications will be given a priority from the following oversubscription criteria and places will be offered in priority order.

### Priority 1

- a. Looked after children and previously looked after children who are now adopted or subject to a residence order or special guardianship order
- b. Children whose exceptional social or medical reasons can only be met at this school

### Priority 2

Children who normally live in the school's catchment area – see Paragraph 4 below.

### Priority 3

Children who have an older brother or sister at the school at the same time – see Paragraph 6 below

### Priority 4

Children of staff at the school - see Paragraph 3 below.

### Priority 5

Children living closest to the school, measured in a straight line from the child's home – see Paragraph 9 below.

## Notes for Guidance

- 1 Children with an Education, Health and Care Plan that names Alderbrook School will be offered a place first. This will reduce the number of places available.
- 2 Applications with exceptional social or medical reasons must be supported by independent professional evidence. The Council's Cabinet Member Advisory Group for Admissions will consider applications and evidence and make recommendations to Cabinet Member, who will grant priority 1b to applications with exceptional social or medical reasons. The catchment area can be seen on the Council's website: [www.solihull.gov.uk/onlinemaps](http://www.solihull.gov.uk/onlinemaps)
- 3 Under Priority Group 4, a 'member of staff' can be either:
  - a. a member of staff who has been employed by the school for two or more years at the time at which the application for admission to the school is made, or
  - b. a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4 The home address is the place where the child is permanently resident with his or her parents.. If care is shared between two parents you will need to provide a copy of the court order defining the arrangements to the Council. In the absence of a court order, the Council will use the address of the parent who is in receipt of the child benefit. You will need to send a copy of your

child benefit award for the last two years. If the child moves into the home of a friend or relative during the process or the change of address appears to be a deliberate device to improve the child's priority, the address will not be used.

- 5 The places that are offered are provisional offers and are dependent upon the circumstances of the application remaining unchanged at the date of admission to the school. It is important that parents / carers provide the school or Solihull Council with any information relating to changes in circumstances, such as a change of address, as soon as they occur. Offers based on fraudulent, incorrect or misleading information will be withdrawn if the child is no longer entitled to the place because there are children on the waiting list with a higher priority. In these circumstances the place will be withdrawn after the child has started the school, in line with the Admissions Code.
- 6 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.
- 7 If a priority group has more applicants than places available priority will first be given to those with a brother or sister attending followed by those living nearest the school (measured in a straight line from home to school).
- 8 In any priority, if two or more applicants have the same distance but only one place can be offered, a computerised random allocation system will be used to decide which applicant has the highest priority. The applicant with the lowest random number will have the highest priority.
- 9 Distances are measured by the Local Authority's computerised admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property.
- 10 Waiting lists are produced in strict order of priority, according to the oversubscription criteria and are managed by Solihull Council. Parents must phone the council every half term to keep their child's name on the list.
- 11 Applications received after the closing date are late and will not be processed until after the published offer day. Late applications will be considered when places are allocated from the waiting list.
- 12 If possible, places will be offered at the same school to twins, triplets and children from other multiple births. If only one place can be offered the parent will choose which child should have the place.
- 13 Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to Solihull Council. If there is a vacancy in the relevant year group a

place will be offered. If the year group is full the application will be given a priority and put on the waiting list.

- 14 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.
- 15 Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school can request an appeal form from Solihull Council. Appeals will be heard by an independent panel.

## Admission arrangements Years 12 – 13 (Alderbrook Sixth Form)

### Age of students

- 1 Students enter the Sixth Form in Year 12 in the September after they reach the age of sixteen and leave at the end of Year 13 on completion of their Programme of Study.

### Applying for places

- 2 The Sixth Form's capacity is 250 students, or 125 students per year. We welcome applications from both Alderbrook and external students and we will reserve at least 30 places for external students, subject to them meeting the entry requirements.

### Date of application

- 3 Applications for Year 12 will be accepted up to 4 pm on 13<sup>th</sup> February 2020. Applications after this date will be accepted but will be treated as **Late Applications**.

### Admission requirement

- 4 The admission requirements are exactly the same for both Year 11 Alderbrook students and external students. These are detailed below:
- 5 All students must have achieved five GCSEs 9-5, including English and Mathematics
- 6 Those students choosing to study 4 A Levels must have achieved the above, with six GCSEs at grade 9 or 8
- 7 In addition to these basic requirements, each subject has specific entrance requirements which need to be met to be enrolled onto the course; please see the Sixth Form Subject section of the website - <http://www.alderbrooksixthform.org/curriculum>

### Offers of places

- 8 Any internal or external Year 11 student who has successfully completed a 2020 Application Form and provisionally satisfied the **entrance requirements**, can be considered for a place in Year 12. All students will be asked to attend a guidance meeting to discuss their application options and courses. It should be noted that this is an offer of a place, and not a specific course of study. Alderbrook reserves the right to withdraw courses where there are too few applications for the course to run. Equally, if too many students apply for a particular course, and it is not possible to run extra groups, then numbers on courses may need to be limited.

## Late Applications

9 Applications received after the closing date are deemed late and will be considered after applications with the same priority that were received on time.

## Acceptance of places

10 Once a place has been offered, students will be expected to formally accept that place in writing within 2 weeks. If acceptance is not received, a reminder will be sent to the given student and parent email address. If the acceptance is not forthcoming within a week of the reminder, the School may offer the place to another student on the waiting list.

## Enrolment

11 This will take place on GCSE results day. External students will be expected to present evidence of their GCSE grades attained. Internal students will not need to present documentary evidence as the school already holds this information. All students will be expected to follow the normal enrolment procedure as laid out on the Alderbrook Sixth Form website unless special circumstances exist. If this is the case, students are expected to contact the school to make alternative arrangements in good time; otherwise we will assume that places not accepted on that day have been declined and we might accept other late entries.

## Appeals

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

## Oversubscription criteria

13 These criteria will only be used when the school receives more applications than there are places in Year 12 and the entry requirement has been met:

### Priority 1S

- a. Looked after children and previously looked after children who are now adopted or subject to a residence order or special guardianship order
- b. Children whose exceptional social or medical reasons can only be met at this school

### Priority 2S

Children of staff at the school - see Paragraph 15 below.

### Priority 3S

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

14 Applications with exceptional social or medical reasons must be supported by independent professional evidence.

15 Under Priority 2S a 'member of staff' can be either:

- a. a member of staff who has been employed by the school for two or more years at the time at which the application for admission to the school is made, or
- b. a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage

- 16 The home address is the place where the child is permanently resident with his or her parents / carers. 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 / carers can choose which address will be used. If the child moves into the home of a friend or relative during the process or the change of address appears to be a deliberate device to improve the child's priority, the address will not be used.
- 17 The places that are offered are provisional offers and are dependent upon the circumstances of the application remaining unchanged at the date of admission to the school. It is important that parents / carers provide the school with any information relating to changes in circumstances as soon as they occur. Offers based on fraudulent, incorrect or misleading information will be withdrawn if the child is no longer entitled to the place because there are students on the waiting list with a higher priority. In these circumstances the place will be withdrawn after the child has started the school, in line with the Admissions Code.
- 18 In any priority, if two or more applicants have the same distance but only one place can be offered, a computerised random allocation system will be used to decide which applicant has the highest priority. The applicant with the lowest random number will have the highest priority.
- 19 Distances are measured by the Local Authority's computerised admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property.
- 20 Waiting lists are produced in strict order of priority, against the over-subscription criteria.
- 21 Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the Head Teacher. If there is a vacancy in the relevant year group a place will be offered subject to the Governors being convinced that the student will be able to effectively follow the Programme of Study for the A level courses applied for.