



# Arden Admission Arrangements for 2025-26

(for approval by Governors)

## Admissions Process

Our admissions process is part of the Local Authority co-ordinated scheme. Applications must be made to **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. For more information contact Solihull Local Authority – [admissions@solihull.gov.uk](mailto:admissions@solihull.gov.uk) or telephone 0121 704 6693

## Applying for Places

The school's admission number is 300 for Year 7. 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). If you request for your child to be taught out of year, please refer the Solihull MBC's website. <https://www.solihull.gov.uk/Schools-and-learning/School-admissions>.

## Date of Application

Applications must be received by your home Local Authority by their published deadline.

## Waiting Lists

Waiting lists are made in strict priority order against the published admission criteria for Arden and managed by Solihull Council. Parents must email the council every half term to keep their child's name on the list. As each child is added to the waiting list, lists are ranked again in priority order. If a vacancy arises at Arden, the place will be offered to the child at the top of the waiting list.

## Oversubscription criteria

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) and all previously looked after children who are now adopted or subject to a residence order or a special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**Priority 2**

Children whose exceptional social or medical reasons can only be met by Arden.

**Priority 3**

**Children who normally live in the catchment area** of the school who have an **older brother or sister** in Year 7-13 at the school at the time of offer

**Priority 4**

**Children who normally live in the catchment area** of the school **and attend** Dorridge Junior School, Knowle CE Primary School, Bentley Heath CE Primary School or St George and St Teresa Catholic Primary School at the time of application

**Priority 5**

**Children who normally live in the catchment area** of the school with priority being given if necessary to those living nearest to the school as measured in a straight line from home to school.

**Priority 6**

**Children of staff** who are permanently employed at Arden Academy at the time of application (see Note 2)

**Priority 7**

**Children who live outside the catchment area** who have an **older brother or sister** in Year 7-13 at the school at the time of offer **and who attend** Dorridge Junior School, Knowle CE Primary School, Bentley Heath CE Primary School or St George and St Teresa Catholic Primary School at the time of application

**Priority 8**

**Children who live outside the catchment area** who have an **older brother or sister** in Year 7-13 at the school at the time of offer with priority given to those living nearest to the school as measured in a straight line from home to school

**Priority 9**

**Children who live outside the catchment area** and **attend** Dorridge Junior School, Knowle CE Primary School, Bentley Heath CE Primary School or St George and St Teresa Catholic Primary School at the time of application

## **Priority 10**

**Children who live outside the catchment area** with priority being given to those living nearest to the school as measured in a straight line from home to school.

### **Offers of Places**

You will only receive a single offer of a school place under the co-ordinated scheme from your home Local Authority on National Offer Day (when offers of school places are published). 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 **by 31 May**

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 an Education, Health and Care Plan that name Arden will be offered a place first. This will reduce the number of places available.
2. Priority to staff will be given under the following circumstances:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made (i.e. by closing date 31<sup>st</sup> October), or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. A brother or sister must live at the same address and could be:
  - a) a brother or sister sharing the same parents;
  - b) a half-brother or half-sister, where two children share one parent;
  - c) 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);

- d) the separate children of a couple who live together or an adopted or fostered brother or sister
4. 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 reference for the school will be the vehicular access on Station Road.
5. 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. This is carried out independently of the admissions authority or overseen by an independent verifier.
6. Waiting lists are produced in strict order of priority, against the over-subscription criteria and are managed by Arden.
7. Applications received after the closing date are late and will not be processed until after the applications that were received on time. If the school is undersubscribed any application received after the closing date must be admitted
8. 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.
9. 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 arrangement 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.
10. 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 governing body will apply the admission criteria to the application so that it can be placed on the waiting list.
11. 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.
12. 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.

13. Catchment Area - You can see the catchment area **online** at [www.solihull.gov.uk/onlinemaps](http://www.solihull.gov.uk/onlinemaps). To check if your home is within the catchment area, contact the Local Authority Schools Admission Team (0121 704 6693).

14. Appeals - Parents who wish to appeal against the decision of the Governors to refuse their child a place at Arden should contact School Admissions on 0121 704 6693 for a form. 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) – please see school website for timescales/dates - <http://www.arden.solihull.sch.uk/information/admissions/>

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

# Sixth Form Admission Criteria

## **Applying for places**

Applications are welcome from both Arden and external students and we will reserve at least 30 places for external students, subject to them meeting the entry requirements.

## **Age of Pupils**

Students enter the school in Year 12 in the September after they reach the age of sixteen and leave at the end of Year 13, apart from exceptional circumstances.

## **Date of Application**

Sixth Form applications are made online via the school website and open to students and parents following the Sixth Form Open Evening. The deadline for receipt of applications will be advertised in the autumn term. Applications received after this time will be treated as 'Late Applications'.

## **Current Year 11 Pupils**

Year 11 students who submit an on time application will be deemed to have gained a place at Arden Sixth Form subject to them meeting the Admissions Requirements shown below. It should be noted that this is an offer of a place and not a specific course of study.

## **Late Applications**

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

## **Admission Requirements**

The admission requirements are exactly the same for both Year 11 Arden students and external students. These are detailed below:

Students must have achieved a grade 5-9 in Maths and English plus three other GCSE subjects at grade 5-9. 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 Specific Course Requirements, for the relevant year of entry, available on the school's website - <http://www.arden.solihull.sch.uk/sixth-form/>

Potential applicants are strongly advised to study the additional requirements document before submitting their application.

**Arden reserves the right to withdraw courses that are undersubscribed and similarly to limit numbers of students on courses that are oversubscribed.**

### **Offer and Acceptance of Places**

Formal registration requesting a place takes place at the Enrolment Day in August. An email will be sent out the following day with the formal offer of a place. It will be assumed that the place is accepted unless contact is made by the student / parent / guardian. An email will also be sent the following day if we are unable to offer a place due to oversubscription.

### **Oversubscription Criteria for Arden Sixth Form**

Students with an EHCP and that name Arden (subject to meeting the Admission Requirements as outlined above) will be offered a place first and that reduces the number of places available to others.

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 for applicants who meet the admission requirements:

1. Children looked after by a Local Authority (in line with section 22 of the Children Act) and all previously looked after children who are now adopted or subject to a residence order or a special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children of staff who are permanently employed at Arden Academy at the time of enrolment
3. Children closest to the school, measured in a straight line from child's home

### **Appeals**

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

For more information about admissions at Arden, please visit the website [www.arden.solihull.sch.uk](http://www.arden.solihull.sch.uk)