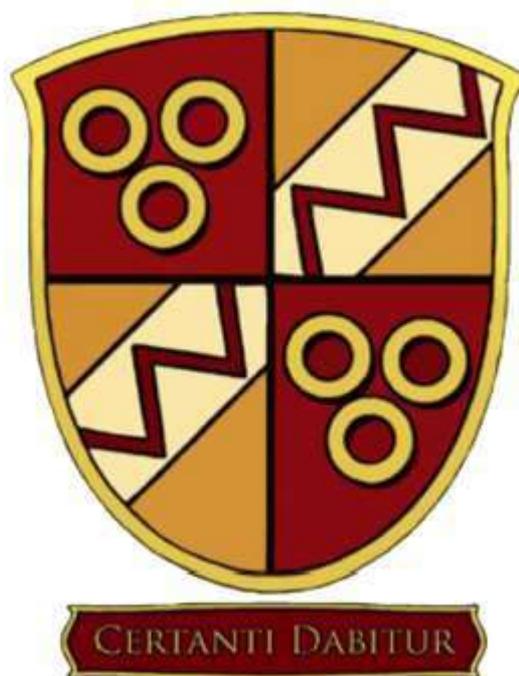


# Admissions Policy

## The Oldershaw Academy



Approved by:

Date:

Last reviewed on:

March 2020

Next review due by:

March 2021

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### 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school’s arrangements for allocating places to the pupils who apply
- Explain **how to appeal** against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school’s normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

**Sibling** – includes step sibling, foster sibling, adopted sibling and other children living permanently at the same address.

**Distance** – where parents have shared responsibility following a breakdown of their relationship home will be understood to be where child benefit is paid.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. How to apply – Years 7 - 11

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. The school does not need you to complete any additional forms.

You will receive an offer for a school place directly from your local authority.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

Parents' views

Information about the child's academic, social and emotional development

Where relevant, their medical history and the views of a medical professional

Whether they have previously been educated out of their normal age group

Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 6. Allocation of places

### 6.1 Admission number

The school has an agreed admission number of 168 pupils for entry in year.

### 6.2 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school
2. Children who have an exceptional medical reason or social need. Parents must provide medical or social evidence together with a letter of support from a health or multi-agency professional. The reason for selecting the Academy must be made clear and the Academy must be satisfied it can meet those needs.
3. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school
4. Children whose home is closest to the Academy. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week. The distance will be measured by the Local Authority mapping system.
5. Priority will next be given to children of staff at the school, in either of the following circumstances:
  - a) 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, or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Each individual case will be judged on its merits and the offer of a place may be withdrawn if it is discovered that misleading information has been provided.

### **6.3 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

## **7. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

School Admissions  
PO Box 290, Brighton Street, Wallasey, CH27 9FQ  
Email: [secondaryplaces@wirral.gov.uk](mailto:secondaryplaces@wirral.gov.uk) Tel. no: 0151 606 2020

## **8. Appeals 7 – 11yrs**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Please refer to [wirral.gov.uk](http://wirral.gov.uk) for the appeals timetable. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to following address:

School Appeals  
Town Hall, Brighton Street, Wallasey CH44 8ED  
Email: [schoolappeals@wirral.gov.uk](mailto:schoolappeals@wirral.gov.uk) Tel: 0151 691 8220

## **9. How to Apply – 6<sup>th</sup> Form**

Oldershaw welcomes applications from all young people. Applicants must complete an application form which is available from the school office. The required minimum standard for Sixth Form Level 3 courses is at least 5 good GCSE grades including English and Mathematics. Individual courses may require higher grades. For Level 2 courses the requirement is 5 GCSE passes. Priority for admission is given to existing students and those students with high levels of attendance.

If the Sixth Form is oversubscribed the criteria above will apply. Places in Sixth Form will be confirmed on receipt of GCSE results in the summer. Admission to Year 13 is based on students successfully passing their Year 12 courses.

## **10. Appeals 6<sup>th</sup> Form**

If an application is refused by the Governing Body parents have the right to appeal to an independent panel. This appeal with reasons must be sent in writing to the Clerk to Governors within 21 days of the refusal. The decision of the panel is final

## **11. Monitoring arrangements**

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.