



KING EDWARD VI
SHELDON HEATH ACADEMY

ADMISSIONS POLICY

Friendship
Integrity Benevolence
Honesty **Equality**
Respect Community
Tolerance Aspiration
Our values
Humility Personal responsibility
Justice Dignity Ambition
Co-operation **Humanity**
Excellence Embracing diversity
Belief Empathy Kindness
Understanding **Charity**
Compassion

This policy was adopted by the Curriculum Committee in February 2022. Next review due Spring 2023, or earlier if the need arises.

Ethos and vision

King Edward VI Sheldon Heath Academy will offer places to boys and girls of all abilities. The Academy aspires to serve our community and offer an outstanding educational experience. The Academy is an inclusive and harmonious community that seeks to offer the opportunity for each child to achieve his or her personal best.

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 2021](#)
- [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](#).

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

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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

Applications for Year 7

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.

Applications must be made online at www.birmingham.gov.uk/schooladmissions. Details of open sessions are published in the Birmingham City Council website or at <https://myed.com/birmingham-school-open-days/>

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

The Academy has an agreed admission number of 210 students for entry into year 7 and will admit up to 210 in this age group each year. All applicants will be admitted if 210 or fewer apply.

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. Any child with a statement of special educational needs is required to be admitted to the academy/school that is named in the statement and the needs of the child can be met at that academy/school. This gives such children overall priority for admission to the named academy/school. This is not an oversubscription criterion.

Where the number of eligible applications for admission exceeds the number of places available at the school, places are offered as follows:

1. Looked After Children / Previously Looked After Children
2. Children who have a sibling attending the Academy at the time of application
3. Children who live nearest the school

Within each category, priority is given to those living closest to the school. Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the school gate on Sheldon Heath Road. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system. An applicant's home address will be verified by the local authority as part of the school application process. If a parent/carer knowingly provides false information which would affect the success of their application, they may have the offer of a school place withdrawn.

A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A Previously Looked After Child is a child who after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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.

Siblings are considered to be those children who live at the same address and either have one or both natural parents in common, are related by a parent's marriage or are adopted or fostered by a common parent. Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings. Children not adopted or fostered or related by a parents' marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

7. Tie break

In a very small number of cases, it may not be possible to decide between the applications of those students who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the Academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place.

8. Challenging Behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

9. Fair Access Protocol

We participate in Birmingham's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

10. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will 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 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:

Admissions

King Edward VI Sheldon Heath Academy

Sheldon Heath Road

Sheldon

Birmingham

B26 2RZ

Alternatively, they can be emailed to enquiries@keshacademy.com

Parents will be notified of the outcome of an in-year application in writing within 15 school days.

11. Appeals

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. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

King Edward VI Sheldon Heath Academy

Sheldon Heath Road

Sheldon

Birmingham

B26 2RZ

You can find details of the school's appeals timetable on the admissions section of our website.

12. Monitoring arrangements

This policy will be reviewed and approved by the curriculum and student welfare committee 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. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

13. Post 16 admission criteria

To determine eligibility for admission, the Academy Trust will publish specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment. King Edward VI Sheldon Heath Academy will also publish additional academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. Year 12 has the capacity for 120 students. King Edward VI Sheldon Heath Academy students will have priority. Should the number of internal successful applicants fall short of 120, these places will be available to external applicants subject to them meeting the aforementioned entry requirements. Should the number of external applicants exceed the number of places available and entrance criteria are matched, the oversubscription criteria for admission to Year 7 will be applied.

Any offer of a place to students applying to study in the Sixth Form at the Academy is conditional on GCSE outcomes and is an offer of a place to study in the Sixth Form not an offer to study specific subject/s. Whilst the Academy will endeavour to place successful applicants on the courses of their choice, that cannot be guaranteed, for example where there is significant oversubscription on a subject which the Academy cannot cater for, or there is insufficient interest in a subject which makes it unviable for the Academy to cater for. In all cases the Academy will offer alternative courses / subjects to the applicant and will maintain a waiting list for courses which are oversubscribed. That subject specific waiting list will be ranked in accordance with the oversubscription criteria for a Year 7 application irrespective of whether the applicant is internal or external.

There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and external applicants refused admission.