

# **The 3-18 Education Trust**

## **William Brookes School Admissions Policy 2024/25 Consultation**

*Every individual is in a great school.*

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[www.318education.co.uk](http://www.318education.co.uk)

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## Introduction

This policy has been agreed by the Board of Trustees. The 3-18 Education Trust is the admissions authority for its academies/schools. This document is the consolidation of the schools' admissions arrangements. The Board of Trustees is responsible for determining the admissions policy of each school.

### Guiding principles governing the admissions arrangements

- All schools in the Trust conform to [The Admissions Code \(2021\)](#) which sets out the statutory framework of admissions and follow [the academy admission guidance](#) issued by the Department for Education.
- With the purpose of recognising each school's context, the Trust does not decide one common admissions policy for all schools. Rather, each school reviews its own admissions arrangements annually and it is recommended by the Local Governing Body (LGB) for approval from the Board of Trustees.
- The Trust continues to work with individual schools and Shropshire Council as the local authority to enable both transparency and a mutual understanding of the contexts of each school and the overall admissions challenges within the authority (relevant to each school).
- LGBs undertake consultation, and publishes admissions as required in accordance with the School Admissions and Appeals Codes. The LGB makes arrangements for admissions and hearing admission appeals. Presently this is managed through a Service Level Agreement with Shropshire Council. Any changes to a school's admissions arrangements, must be recommended to the Board of Trustees. This is done at the September meeting of the LGB.

### Funding Agreement

This policy forms an Annex to the Funding Agreement between the individual academies and the Secretary of State. Any changes to the arrangements set out in individual school's admission arrangements, with the exception of setting a Published Admission Number (PAN) higher than the agreed admission number for a specific year, must be approved in advance by the Secretary of State. (Schools within the Trust are not required to consult on maintaining or increasing their PAN.)

### Role of Shropshire Council

Shropshire Council's Admissions Team co-ordinates the admissions process to Year 7 for secondary schools. All enquiries regarding admissions should be addressed to the Admissions Team. Shropshire Council publish a booklet, 'Parents' Guide to Education in Shropshire', each year, with up-to-date information about schools, and a full explanation of the admissions process. The booklets are available from the Shropshire Council website. Parents/carers who may wish to speak directly to an Admissions Advisor may also contact them through the Admissions Team. Admissions for any year group, other than Year 7 or Year 12, will be classed as Mid-term applications, and will be handled directly by the school.

- A copy of the determined arrangements is available for viewing on the Council's website at [www.shropshire.gov.uk](http://www.shropshire.gov.uk)
- The contact address is Admissions Team, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. Tel: 0345 678 9008 or email:

[school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)

- Website: [www.shropshire.gov.uk](http://www.shropshire.gov.uk)  
Catchment areas for schools can be viewed on Local View which can be found on the above website address

The Trust's schools work closely with Shropshire Council to ensure that the Independent Appeal Panel acts in accordance with all the relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admissions Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in admission law and in the code to admission authorities shall be deemed to be references to the LGB of the school. Individual schools take part in the Admissions Forum set up by Shropshire Council and have regard to its advice and will participate in the coordinated admission arrangements operated by Shropshire Council. Notwithstanding these arrangements, the Secretary of State may direct any Trust school to admit a named student on application from that student.

## **Published Admissions Number**

The 3-18 Education Trust schools are open access comprehensive schools catering for children and young people aged between 3 and 18.

## **William Brookes School Year 7 Admissions**

The published admission number for each September intake is 162.

## **William Brookes School Sixth Form Admissions (external students)**

The published admission number for each September intake is 30.

## Year 7 Admissions

For admissions to Year 7 application must be made through the Home Admissions Authority **by 31st October 2023 for children due to start school in September 2024**. The Home Admissions Authority is the local authority parents reside in (pay council tax to) even if applying to a school in another part of England. All applications received by 31<sup>st</sup> October 2023 will be considered and parents will be informed by Shropshire Council on 1st March 2024 if they have been allocated a place for their child. Please see the Parents Guide to Education booklet on the website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) for information on when your child may start school.

All applicants will be admitted up to the school's published admission number.

### Children with an Education Health and Care Plan

Children with an Education Health and Care Plan, which names a particular school, will be allocated places at that school.

### Oversubscription Criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

The 3-18 Education Trust is making changes to standardise all our admission policies. For William Brookes School, the changes are Priority 3 has removed an older sibling in the sixth form and Priority 4 has moved to be above Priorities 5, 6a and 6b.

#### Priority 1

'Looked after child'<sup>1</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>2</sup> including those who appear to the school to have been in state care<sup>3</sup> outside of England and ceased to be in state care as a result of being adopted.

#### Priority 2

Very exceptionally, priority may be given to a child who has a particular health reason requiring them to attend a specific school. This will only be allowed if parents/carers can provide written evidence from a medical professional that in the view of the local

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<sup>1</sup> 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).

<sup>2</sup> An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

<sup>3</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

authority confirms that attending that specific school is essential to the medical well-being of the child. The authority reserves the right to contact medical professionals to ascertain the relevance of the medical condition.

**Priority 3**

Children living within the school's catchment area who will have a sibling attending the school on the day they are due to start there.

**Priority 4**

Children of staff at the school in either or both of 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; and/or
- b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

**Priority 5**

Other children living within the school's catchment area.

**Priority 6**

Children who live outside the catchment area. If there are not enough places for all the children living outside the catchment area, the following criteria will apply in the order stated:

- 6a Children living outside the school's catchment area with a sibling of compulsory school age (11 – 16) at the school on the day they are due to start there.
- 6b Children living outside the catchment area, who have attended a state-funded primary school that lies within the secondary school's catchment area, for more than a whole academic year immediately prior to transfer.
- 6c All other children living outside the school's catchment area

## **Notes to the Oversubscription Criteria**

### **Catchment area**

The school's catchment area is defined as follows:

A child will be treated as living in the catchment area if they reside with their parent/carer at their normal and genuine place of residence for the majority of the school week and the address identifier lies within the area designated by the Local Authority as the catchment area for that particular school.

Allocation of places for children moving into or outside the catchment area can only be considered when formal confirmation (e.g. signed tenancy agreement when no property is owned, or exchange of contracts) of the address has been received.

All applicants are required to give correct information about the genuine residential address of the child. Where any information regarding a home address is found to be fraudulent or misleading a school place may be withdrawn even if the child has been admitted to the school.

Catchment area maps can be viewed on Local View available from 'Maps' at the foot of the website [www.shropshire.gov.uk](http://www.shropshire.gov.uk), or individual addresses can be checked by contacting Shropshire Council's Admissions Team.

### **Sibling**

A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Adopted and fostered siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in a home in order to establish an 'in catchment area' address will not be given priority under the sibling criterion.

In the case of twins or triplets from the same address, the school will endeavour to admit both or all siblings.

### **Distances from school**

All distances are measured as a straight line on Shropshire Council's computerised mapping system which pinpoints the eastings and northings of the home address and the nearest appropriate entrance gate of the relevant school. The shortest distance will be given priority. Where two addresses are within the same blocks of flats, the lowest number of flat or nearest to the ground floor will be deemed to be the nearest in distance.

### **Equal Priority**

Where 2 or more applications are considered to be of equal priority after all criteria have been taken into account a tiebreaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process



## **General Guidance**

### **Unsuccessful Applications**

If unsuccessful on allocation day, Shropshire Council will offer a review when the waiting list will be formed from those parents who advise the Admissions Team that they wish to pursue a place at the school. At the end of the review period, parents who have still not been successful in securing a place have the right to appeal against the decision. Parents may remain on the waiting list from the review period onwards.

### **Waiting list**

Other than the first term of the academic admission year, the school will maintain a waiting list for unsuccessful applicants for admission to Year 7 held in order of oversubscription criteria. Shropshire Council will operate the waiting list for the first term of the academic year of admission after which the school will operate the waiting list. If any vacancies arise, places will be offered to applicants at the top of the waiting list. If a place can be offered, the applicant will be expected to take up the place within 6 school weeks or by the start of the next half term, whichever is the earliest date. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it. If an offer of a place is refused, the name will be removed from the waiting list.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside their normal year group with a different cohort. Such requests may be appropriate, for instance where the child is gifted or talented, or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- 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; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

### **Mid-term applications**

Mid-term applications will be dealt with using the same admissions criteria given above. To apply for a place other than the start of Year 7, parents should apply directly to the school on a mid-term application form available the Shropshire Council website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) or from school. Parents/carers are strongly encouraged to visit the school and meet either The Headteacher or a member of the Senior Leadership Team before applying to the school; this is not part of the application process but it important all parents and students experience the school before applying.

If there is a space available in that year group, a place will be granted. If the application is for a place in an over-subscribed year group, then the school will consider whether additional places can be offered above the published admission number. This decision will be made by Headteacher and Chair of the Local Governing Body. Decisions will be notified to parents within 15 school days.

If a place cannot be offered, parents will receive a formal letter and information on how to appeal against the decision.

Mid-term admissions will not normally be accepted where this is for a place more than one half-term ahead.

### **Refusals**

A school may refuse admission to applicants who have been permanently excluded from two or more other schools; this does not apply to children with Education Health and Care Plans. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Shropshire Council School Admissions Team for information on how to appeal. Information on the timetable for the appeals process is on the website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions). Parents must be given at least 10 school days from the date of notification that their application was unsuccessful to lodge an appeal.

## **Sixth Form Admissions**

### **Introduction**

William Brookes School has a sixth form provision which offers an education to students that wish to take a more academic pathway. It is the aim, when considering applications, to accept students onto a curriculum which will suit their learning style and encourage them to flourish academically. Judgments and offers will be made on an appropriate level of prior academic achievement. For success in outcomes, students should also have a positive attitude, and aptitude for learning. William Brookes School will support students to strive for standards of excellence and encourage them to develop a sense of intellectual independence, accompanied by a social and moral responsibility, to prepare them for their roles in the wider society of the 21st century.

Students wishing to enter the sixth form and are already attending William Brookes School have an automatic right to do so as long as they meet the minimum entry criteria. However, there are published admission numbers on external pupils entering the school for the first time in Year 12

### **Applications to Sixth Form**

All students interested in a place in a school's sixth form should apply by the deadline date published within the application. Applications received after the deadline will be deemed as late. All late applications will be dealt with once all the 'on time' applications have been processed.

### **Sixth Form admission entry requirements**

#### **GCSE Performance**

Each course and subject in the sixth form have specific entry requirements. This ensures that students are matched to courses on which they are most likely to achieve success: Access to a Level 3 course requires a minimum of five GCSEs including English and Mathematics at grade 5 or above in at least 5 different subjects. A minimum of grade 6, but preferably higher, are required in subjects chosen for further study at Level 3 or, in the case of subjects not previously studied, in a related discipline. Please refer to the sixth Form Prospectus for subject-specific entry requirements

#### **An appropriate course is on offer**

The school cannot necessarily offer all subject combinations but will use subject preferences from applicants to build the curriculum offer. By 'appropriate course' the school is able to offer the combination of subjects the student wishes to study, and the student has met the subject specific entry requirements as specified in the sixth form prospectus.

It should also be noted that schools will endeavour to run all of the courses as specified in the sixth form prospectus. There may be a limit on the number of places available on any particular course and the school retains the right to remove courses from its offer if insufficient number of students elect to study them.

### **Internal Students**

All internal students who meet the above criteria will be offered a place in the sixth form.

## **External Students**

External applicants to the sixth form will need to complete a supplementary form and provide the following evidence:

- Proof of date of birth
- Proof of address
- Proof of residency

If the number of external applicants who meet the minimum entry criteria does not exceed the school's sixth form Admissions Number, all external applicants who meet the admission criteria will be admitted.

## **Oversubscription Criteria (external students)**

If the number of external applicants who meet the minimum entry criteria exceeds the school's sixth form Admissions Number, priority for admission will be given to those students who meet the criteria set out below until all places have been allocated:

### **Priority 1**

'Looked after child'<sup>4</sup> or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>5</sup> including those who appear to the school to have been in state care<sup>6</sup> outside of England and ceased to be in state care as a result of being adopted.

### **Priority 2**

Siblings of students presently on the school roll.

### **Priority 3**

Siblings of students who have been on the school roll in the last 5 years.

### **Priority 4**

Others

If the number of applicants within a Priority plus the number in preceding Priorities exceeds the Admission Number, a tiebreaker will be used for those applicants in the Priority exceeding the Admission Number. Priority will be given to those students whose permanent address is nearest to the school.

The student's permanent address is where he or she normally lives and sleeps and goes to school from on the majority of school nights (Sunday – Thursday). Proof of residence can be

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<sup>4</sup> 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).

<sup>5</sup> An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

<sup>6</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

requested at any time throughout the admissions process. If false or misleading information is used to gain entry to a school's sixth form, the offer of a place will be withdrawn, and the application cancelled.

All distances are measured as a straight line on Shropshire Council's computerised mapping system which pinpoints the eastings and northings of the home address and the nearest appropriate entrance gate of the relevant school. The shortest distance will be given priority. Where two addresses are within the same blocks of flats, the lowest number of flat or nearest to the ground floor will be deemed to be the nearest in distance

### **Waiting List**

Applicants not offered a place are sent details of the Independent Appeals procedure and can ask to be placed on the School's Waiting List. Applicants are offered a place from the waiting list in order of their ranking on the list up until the end of the summer term preceding Year 12 entry.

### **Progression into Year 13**

Places in the sixth form in Year 13 will be allocated to all students who successfully complete Year 12.

This will be determined by passing their end of year examinations and assessments. In exceptional circumstances students may be allocated a place in Year 12, rather than Year 13 so that they can repeat courses.