



# TrustEd CSAT Alliance Central Policy Oldbury Wells School Admissions Policy

## Including Admissions Arrangements for 2024-25

Admissions Arrangements Determined by the TrustEd CSAT Alliance

Review Frequency:	Annually
Date of Determination:	
Committee:	Standards
Date of next review	February 2024 (for 2025-26 entry)

**Statement of intent**

TrustEd CSAT Alliance is the admissions authority for each academy in the trust. Within the TrustEd CSAT Alliance Aims and Values document is the statement that *“We aim to ensure that all members of our schools’ and trust’s communities are visible and that equal opportunity is a reality.....”* At all of our academies, we welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds. Oldbury Wells School is no exception.

We admit our pupils in-line with the Equality Act 2010, School Admissions Code 2021, the School Admission Appeals Code 2022, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

The number of places available in each year group is determined by the capacity of the school, and is called the ‘agreed admissions number’. Our published admissions number (PAN) is 168.

The table below sets out the admission authority and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at a school?
Academy	Academy trust	Schools Adjudicator	Academy trust*

\* We commission Shropshire Council to organise appeal hearings on our behalf – this ensures they are independent.

**1. Legal framework**

- This policy has due regard to the related statutory legislation, including but not limited to, the following:
  - Equality Act 2010
  - Human Rights Act 1998
  - School Standards and Framework Act 1998
- This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:
  - DfE (2021) School Admissions Code
  - DfE (2022) School Admissions Appeals Code

## 2. The admissions process

- The LA, Shropshire Council, must collate and publish all the admission arrangements in the area in a single prospectus.
- At the normal point of entry i.e. Year 7, parents/carers apply to the LA for places at their preferred schools. If the child is not resident within the Shropshire LA area, applications are made via the home local authority. Parents/carers may express a preference for up to three schools. If a school is undersubscribed, any parent/carer that has stated a preference for that school must be offered a place. If a school is oversubscribed, the school must rank applications against its published oversubscription criteria and send that list back to the LA.
- All preferences are collated and parents/carers then receive an offer from the LA at the highest preference school available.
- Oldbury Wells School as well as all other schools and academies, is required to comply with the Greenwich Judgement (1989), which states that maintained schools may not give priority to children for the sole reason that they live within the LA's administrative boundaries. We do not treat pupils living outside the LA area in which the school is located less favourably just because they live outside the area.
- Admission authorities must determine arrangements annually. If no changes are made for seven years, the arrangements must be consulted on for a minimum of six weeks and take place between 1<sup>st</sup> October and 31<sup>st</sup> January.
- Determined arrangements can be objected to and referred to the schools adjudicator by 15 May in the determination year. Any decision made by the schools adjudicator must be acted on by the admission authority and arrangements amended accordingly.

## 3. Adopting clear and fair admissions

- **Unacceptable admission criteria – our admission arrangements will not:**
  - Place any conditions on the consideration of any application other than those in the oversubscription criteria.
  - Take into account any previous schools attended.
  - Introduce any new selection by ability.
  - Prioritise pupils whose parents/carers rank the school higher than others.
  - Give priority to children whose parents/carers provide financial or practical support to the school.
  - Give priority to children based on the occupational, marital, financial or educational status of their parents/carers.
  - Discriminate against those applying for a place outside their normal age group, where the admission authority has agreed to this practice.
  - Name fee-paying schools as feeder schools.



- Include interviews for children or parents/carers.

#### 4. Admission arrangements

- **Drafting admission arrangements – Oldbury Wells School will include:**
  - A clear, fair and objective set of admission arrangements and oversubscription criteria.
  - A PAN for each relevant age group.
  - Oversubscription criteria for each point of entry.
  - Procedures to admit pupils with an Education, Health and Care Plan (EHCP) which names the school.
  - Procedures to give highest priority to looked after children (LAC) and previously looked after children (PLAC).
  - An explanation of the right of appeal to an independent appeals panel.
  - A requirement for parents/carers of children in an attached nursery unit or a unit run by the school to apply for a place in reception.
- **Trusted CSAT Alliance** is the admission authority. Our academy trust is responsible for consulting on and determining the admission arrangements in accordance with the School Admissions Code. Our trust will consider applications to the school rather than the LA. Our trust becomes responsible for organising admission appeals in compliance with the School Admission Appeals Code, not the LA. However, we normally discharge this responsibility by asking Shropshire Council to administer independent Admissions Appeal Hearings on our behalf.
- **Determining admission arrangements**
  - At a meeting of the trust, the admission arrangements will be reviewed and the Trust will be asked to consider them and agree to them as final. They will agree to them by quorate according to the terms of their articles.
  - A decision will be minuted and, once made:
    - The trust must notify all relevant parties and those consulted of the School Admissions Code.
    - The trust will publish the arrangements on the school website.
    - The trust will send a copy of the arrangements to the LA by 15 March.

## Considerations

- **Children outside their normal age group**
  - Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.
- **Children of UK service personnel**
  - For families of service personnel with a confirmed posting to their area, or Crown servants returning from overseas to live in that area, the Trust will follow the same provisions as published by Shropshire Council in their admissions arrangements.
- **Children from overseas**
  - Admission authorities must treat applications for children coming from overseas in accordance with European Union (EU) law or Home Office rules for non-European Economic Area (EEA) nationals.
- **Excluded children**
  - Admission authorities must not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools, there is no need for an admissions authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to pupils who were below compulsory school age at the time of the exclusion, children who have been re-instated following a permanent exclusion (or would have been had it been practicable to do so), and children with SEN statements or EHC Plans.
- **Fair access**
  - All schools within the TrustEd CSAT Alliance are fully compliant with Shropshire Council's Fair Access Protocol.

## 5. Oversubscription criteria

- Oversubscription
  - Where the number of applications for a place at Oldbury Wells School exceeds the number of available places (168 places), the following oversubscription criteria apply.
  - Children who have an Education Health and Care Plan, which names the school which the child should attend because their needs can be met best by that particular school, will be offered places before other children.

- After that places will be offered up to the admission number in the following priority order:

**Priority 1:** Looked after children or children who were previously 'looked after' but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship<sup>1</sup> order including those who appear (to the admission authority – Shropshire Council) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

*Notes: 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>1</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).

**Priority 2:** Children living inside the designated catchment area will have priority of admission. If there are not enough places for all the children in the catchment area, then the following criteria for admission will apply in order:

2a. Priority will be given to children living within the catchment area who will have an older sibling at the school on the day they are due to start school.

2b. After that, priority will be given to the other children who live within the catchment area.

2c. If there are spaces still available after the above criteria have been applied, children living outside the designated catchment area will be offered places according to the following criteria in this order:

- Children who have an older sibling at the school on the day they are due to start school.
- Out of area children who have, for one year prior to transfer, attended a publicly funded primary school which lies within the catchment area of the secondary schools.
- Children of staff at the school:
  - 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
  - Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

2d. All other children.

If, in any of the above categories, there are more applications than there are places available, priority will be given on the basis of distance measured as a straight line on a computerised mapping system between the home address and the nearest appropriate entrance gate of the school by pinpointing their eastings and northings. The shortest distance will be given priority. Where two addresses are within the same block of flats, the lowest number of flat or nearest the ground floor will be deemed to be the nearest in distance. (Please see tiebreaker below.)



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 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.

For admission purposes, all distances are measured as a straight line distance on a computerised mapping system between the home address and the nearest entrance gate of the relevant school by pinpointing their eastings and northings. The shortest distance being given highest priority. Where two address are within the same block of flats, the lowest number of flat nearest the ground floor will be deemed to be the nearest in distance.

In event that two applications are exactly the same after all other criteria have been considered a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

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.

For the first term of Year 7, Shropshire Council will continue to maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants on the waiting list in strict accordance with normal published oversubscription criteria.

If, in any of the above categories, there are more applications than there are places available, priority will be given on the basis of distance measured as a straight line on a computerised mapping system between the home address and the nearest appropriate entrance gate of the school by pinpointing their eastings and northings. The shortest distance will be given priority. Where two addresses are within the same block of flats, the lowest number of flat or nearest the ground floor will be deemed to be the nearest in distance. (Please see tiebreaker below.)

#### Notes:

Catchment area maps can be viewed on the General Map viewer available from 'Maps' at the foot of the website [www.shropshire.gov.uk](http://www.shropshire.gov.uk) or, in case of doubt, individual addresses can be checked by contacting the Admissions Team. Published admission numbers are listed in the Parents' Guide to Education booklet.

The definition of a sibling is the brother or sister, stepbrother or stepsister, 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 foster siblings are also included. Older siblings must still 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 the home 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.

All applicants are required to give correct information about the genuine residential address of the child. This is normally expected to be with the parent/carer who has care of the child for the majority of the time (that is school nights during the week in term time) but where care is shared equally, the home address will be determined by which parent/carer receives the relevant Child Benefit.

In the event that two individual applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connect with the admissions process. There is no cost associated with the admissions process to TrustEd CSAT Alliance Academies.

Parents/carers may request that their child defers transfer to secondary school in a later cohort. Such requests should be made in writing to the local authority by the closing date for applications (31<sup>st</sup> October) in the age-appropriate application year. Requests will be considered by the admission authority on the basis of the individual circumstances of each case and in the best interests of the child concerned.

## 6. Admission appeals

- Parents/carers have the right to appeal The Trust's decision. An independent appeals panel must hear the appeal and our school must act according to the panel's decision.
- **Oldbury Wells School** is required to offer all pupils refused admission the right to an appeal in front of an independent appeals panel. TrustEd CSAT Alliance is responsible for setting up the appeal and must do so in accordance with the School Admission Appeals Code. The panel must be independent of the school. The Trust has arranged for Shropshire Council to administer admissions appeals on its behalf. Parents/carers wishing to appeal should do so via the Shropshire Council Website <https://shropshire.gov.uk/school-admissions/application-results-and-appeals/appeal-against-allocation-of-school-place/>
- Complaints about maladministration on the part of an appeal panel for an Academy, or that an Academy Trust has failed to comply with the Appeals Code in setting up a panel, are investigated by the agency appointed to investigate complaints about Academies on behalf of the Secretary of State. This is the Education & Skills Funding Agency (ESFA) who can investigate complaints about maladministration on the part of an Admissions Appeal Panel. Complaints about the process should be made by either online by completing an appeal form from the EFA.

A link to the Academy independent admission appeal complaints factsheet is below for your information;



[https://www.gov.uk/government/publications/academy-independent-admission-appeal-panel-complaints?utm\\_source=EFA%20e-bulletin&utm\\_medium=email&utm\\_campaign=e-bulletin&mxmroi=2305-29059-80126-0](https://www.gov.uk/government/publications/academy-independent-admission-appeal-panel-complaints?utm_source=EFA%20e-bulletin&utm_medium=email&utm_campaign=e-bulletin&mxmroi=2305-29059-80126-0)

- Any person or body who considers our arrangements unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the schools adjudicator. The schools adjudicator must consider whether the referred arrangements comply with the Code and with the law relating to admissions.
- Objections to admission arrangements for entry in **September 2024** must be referred to the schools adjudicator by **15 May 2023**.

## 7. Mid Term Admissions

- Admissions to Year 7 during the Autumn Term are managed by the Local Authority, who will hold any waiting list.
- Admissions to Years 8 to 11, and from 1<sup>st</sup> January in Year 7 will be managed by the school, including the holding of all waiting lists.
- If there is a vacant space in the relevant year group, and a student applies, a place will be offered unless exceptional circumstances apply, such as the provisions in paragraph 5.4 above.
- If the school holds a waiting list and a space becomes available, the oversubscription criteria will be applied to determine which child will receive the offer of the place.
- If parents/carers apply for a place at the school and are refused they may appeal the decision in exactly the same way as described in Section 7 above.
- Decisions will normally be made within 10 school days, and are required within 15 school days.



## **Post 16 (6<sup>th</sup> Form) Admissions Policy**

### **1. Introduction**

It is our 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. We 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, so as to prepare them for their roles in the wider society of the 21st Century.

### **2. Method of Application**

Year 11 students will be invited to our Post 16 Event; this will take place in November or December. The event will be publicised locally and on the school website. This will provide an opportunity for all Year 11 students, and students studying in other education establishments to attend.

Prospectuses will be published and made available for the Post 16 Event. Information, advice and guidance meetings and individual career appointments will be arranged for every prospective Sixth Form student in Year 11 at Oldbury Wells, ensuring that they're on the right track and providing expert professional support at a critical time of decision making. All external applicants will be contacted individually.

Students will be asked to indicate their provisional preferences in the late autumn term/early spring term, in order to help us construct the timetable. Students can alter their preferences, up until and including the start of the Yr12 courses, but they may be constrained by the timetable or where courses are oversubscribed / not running due to poor take up.

Students should refer to our annually published entry requirements for each course on offer. These are determined by the difficulty of the course and any essential prerequisites that are required for success in the course.

There are a number of routes in our Sixth form which provide for a fairly wide range of students with varied success at GCSE. The requirements for these routes are printed annually in our school prospectus. If they are applying to join us from another school, we also seek a reference from the current school focusing on predictions to meet the academic criteria.

### **3. Courses in Year 12 and Year 13**

All students in Years 12 and 13 will be required to complete a full time programme (as defined by the DFE post 16 funding guidelines) made up of qualifications and other accepted planned activities as agreed at the start of each year with the Head of Sixth form. Alongside this, they will be expected to play a full and active part in the wider life of the school. This will include a commitment to developing themselves beyond their academic studies.

#### **4. Applicant's Age**

Very occasionally we may offer places to students one year ahead or behind their standard year group if we consider, as a matter of professional judgement, that this would be in the best interests of the student and the school.

#### **5. The Integrity of the Admissions Procedure**

Bridgnorth Sixth Form relies on the veracity of the information provided by the applicant, and their parents/carers in the course of the application procedure. Where any such information proves to be both inaccurate and misleading, the school reserves the right to deny the applicant admission or, where a student has already entered Sixth Form, to immediately withdraw their place.

#### **6. Oversubscription Criteria**

In circumstances where the Sixth Form is oversubscribed, the school would make every possible effort to accommodate extra numbers from beyond our own school's Year 11. The maximum number of students from beyond our own Year 11 students is up to 50 per year. Where this is not possible, the following oversubscription criteria, given in order, would be used to allocate places:

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

2. Students who meet the entry requirements and live within traditional catchment area. If there are spaces still available after the above criteria have been applied, children living outside the designated catchment area will be offered places according to the following criteria in this order:

2a. Children who will have a sibling at the school on the day they are due to start sixth form.

2b. Children of staff at the school.

1. 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
2. Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. All other children.

#### **7. Appealing Against Admission Decisions**

If your application is unsuccessful, you will be advised of your right of appeal to an independent appeal panel. Parents/carers and children are able to appeal jointly or separately against a decision refusing a student admission to the Sixth Form. Where they appeal separately, an independent appeal panel will hear them together.



Where applicants have been refused admission to the Sixth Form because there are more eligible children than places available and other oversubscription criteria have then been applied, the appeals panel will follow the normal two stage process of:

1. First stage: establishing the facts
2. Second stage: balancing the arguments

In the case of an appeal where the student did not meet the specified entry requirements, the panel will not attempt to make its own assessment of the student's ability, but will decide whether the school's decision that the student was not of the required standard was reasonable in light of the information available to it. In doing so, it will consider whether any process in place to consider such cases (for example where a student had not been studying in England and therefore did not have GCSEs) was carried out in a consistent and objective way.

## **8. Timetable for Appeals**

The school will ensure that appeals lodged by the appropriate deadlines are heard within certain timescales.

Where the offer of a place would not have been conditional upon exam results, appeals must be heard within 10 school days of the deadline for lodging appeals.

Where the offer of a place would have been conditional upon exam results, appeals must be heard within 15 school days of confirmation of those results

The school will ensure that appellants receive at least 10 school days' notice of their appeal hearing and that decision letters are sent within five school days of the hearing wherever possible.

## **9. General Enquiries**

General enquiries about admissions to Oldbury Wells Sixth Form should be directed to Mrs Bishell, Head of Sixth Form at [april.bishell@oldburywells.com](mailto:april.bishell@oldburywells.com)



## **Monitoring and review**

- This policy will be reviewed by the Trust and Local Governing Body of the school on an annual basis.
- Oldbury Wells School may propose changes to these arrangements each year.
- Trusted CSAT Alliance, as the Admissions Authority, is responsible for determining the admissions arrangements, ensuring consultation takes place as needed, within the prescribed timescales.
- Any changes must be consulted on and where no changes are made, consultation is required at least every seven years.

### Appendix A: Oldbury Wells School Catchment Area

