Admissions Policy
2019/2020

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APPROVED BY:	**the Oldbury Wells School Local Governing Body**
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CONTENTS

Pre 16 Admissions Policy

1. Introduction ……..…….. 3
2. Admission Criteria ……...…….…… 3 and 4
7. Mid-Term or In-Year Admissions ……..…… 4

Post 16 (6th Form) Admissions Policy

1. Introduction ……..... 4
2. Method of Application …….……. 5
3. General Entry Requirements ……. 5
4. Course Specific Requirements ……. 5
5. Courses in Year 12 and Year 13 ……..…. 5
6. Applicant's age ……..... 5
7. The Integrity of the Admissions Procedure …….. 6
8. Over-subscription criteria …….. 6
9. Appealing Against Admission Decision ……..... 6

10. Timetable for Appeals …….… 7

11. General Enquiries ……...…. 7

Pre 16 Admission Policy

1. Introduction

Oldbury Wells School is a converter academy; the governing body has agreed we will use the local authority's admissions system for Year 7, while taking responsibility for our own in-year and sixth form admissions.

For admissions to the September entry for Year 7, application must be made through Shropshire Council by 31 October in the academic year prior to which your child is due to start school. All applications received by this date will be considered and parents will be informed by Shropshire Council on 1st March 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 and also for details of the admission arrangements.

2. Admissions Criteria:

Children with a Statement of Special Educational Needs or Education and Health Care Plan which names Oldbury Wells School will be allocated places, after which places are allocated up to the Published Admission Number of 168 according to an agreed set of criteria in strict order of priority as shown below.

1. Looked After Children who are in Public Care or children who were Looked After but ceased to be so because they were adopted as defined in the School Admissions Code.

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 other children who live within the catchment area.

3. 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:

3a. Children who will have an older sibling at the school on the day they are due to start school.

3b 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.

3c 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
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3d All other children.

Each category will be rank ordered according to the distance from home to school as a straight line measurement.

Notes:
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 admissions 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 addresses 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 the event that two 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 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.

3. Mid-term or In-Year 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 on the Shropshire Council website www.shropshire.gov.uk/schooladmissions or from school. If there is a space in the relevant year group a place will be granted. If the application is for a place in an over-subscribed year group then the Headteacher will meet with the Curriculum Deputy to consider whether additional places can be offered above the published admission number.

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

Other than the first term of Year 7, the school will maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. 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. If an offer of a place is refused, the name will be removed from the waiting list. At the end of the first term of the academic year of admission, the waiting list will transfer from Shropshire Council to the school.

Allocation of places for children moving into Shropshire Council's designated catchment area can only be considered when formal confirmation (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.

Post 16 (6th Form) Admissions Policy

1. Introduction

It is intended that the School will offer an education particularly suited to the more academic student. 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

All students in Year 11 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 available for the Post 16 Event. Information, advice and guidance meetings will be arranged for every prospective Sixth Form student in Year 11 at Oldbury Wells, 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.

3. General Entry Requirements

Students wishing to continue their studies with us are required to achieve a minimum of a grade C in English Language and Maths for most courses. 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.

To continue their studies into Year 13, students must attain a minimum of 3 A-E grades at AS level (or in Year 12 end of year mocks).

4. Course Specific Requirements

In addition to the general entry requirements, there are course specific requirements which explain what students need to achieve, in order to pursue studies in each subject in the Sixth Form. This may entail attaining particular grades in specified subjects and it is important that students check these before making their choices. Details of these course specific requirements will be published in the Sixth Form prospectus, which will be available at the Post 16 Event.

Where an applicant fails to meet the entry requirements we will provide them with information advice and guidance to support them in continuing their learning or work based training at an alternative institution. If a student fails to meet the course specific requirements for their original choices, we will strive to approve a new course offer which will allow the student to take up a place in our Sixth Form. This will be dependent primarily on the number of students on the course and the student having achieved the course entry requirement as published.

On the publication of any Year 12 external results, supplemented by end of Year 12 internal examinations, we will review each student's progress. We will focus on the probability of them being successful if they make the transition to Year 13. If their results are not a platform for achieving three A*-E grades in Year 13, they may not be able to continue studying in the Sixth Form.

5. 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.

6. 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.

7. The Integrity of the Admissions Procedure

The School's Sixth Forms 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.

8. 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 25 per year. Where this is not possible, the following oversubscription criteria, given in order, would be used to allocate places:

a) Children in Care or who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order. 'Children in Care' are children who are looked after by a local council in accordance with Section 22 of the Children Act 1989(b) at the time an application is made, and who the council authority has confirmed will still be in Care at the time when he/she is admitted to the school.

b) 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:

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

d) 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
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) All other children.

9. 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.

10. 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.

11. General Enquiries

General enquiries about admissions to Oldbury Wells Sixth Form should be directed to Ms Warner, Head of Sixth Form, on 01746 765454.

The Admissions Policy has been adopted by the Governing Body of Oldbury Wells School

Signed_____ Dated _____

Chair of Oldbury Wells School Local Governing Body

Signed_____ Dated _____

Headteacher