

Reviewed by the Board of Trustees

February 2022

Approved by the Board of Trustees

September 2022

South Bromsgrove High

Admissions Policy for entry at Age September 2024

1. Admission Principles

1.1 South Bromsgrove High is a 13-18 co-educational school with approximately 1350 students on roll. We provide high quality education for students in Bromsgrove and surrounding areas in North East Worcestershire.

1.2 South Bromsgrove High became an Academy in 2013. The Academy is its own admission authority and makes decisions about admitting students including the nature of the admissions criteria. The school, however, abides by the School Admissions Code (2014), which includes requirements such as cooperating with the Local Admissions Forum, the co-ordinated admission scheme of the Local Authority (LA) and the provision of places for students who have Special Educational Needs, Looked After or previously Looked After.

1.4 The Board of Trustees are committed to offering a broad range of provision for students across curriculum areas and developing skills and abilities of students in many ways outside the classroom which will help them to take their place in society as young adults. The school is proud of its traditions and through its admissions policy Trustees wish to maintain the character of the school.

1.5 Usually, students living within our catchment area are able to obtain a place at the school, although this is not guaranteed.

1.6 The school has no selection criteria which refer to ability or aptitude on entry and as such, we are proud to be a truly comprehensive school.

1.7 Our Pupil Admission number (PAN) is currently 335.

2. What are the main components of the Admissions Process?

2.1 As the school participates in the LA admissions scheme, applications must be made on the common application form (CAF) provided by Worcestershire County Council (WCC). Transfer packs are made available to Year 8 students in their middle schools and for students who are Year 8 in the secondary rather than middle phase. The pack can also be downloaded from www.worcestershire.gov.uk. Although applications on paper are allowed, WCC is very keen to promote on-line applications.

2.2 The CAF gives parents the opportunity to nominate schools, ranked in order of preference.

2.3 It is very important to note that the CAF must be received by LA by the deadline of 31st October. Please be aware that CAFs should not be sent to the school directly.

2.4 The DfE number for South Bromsgrove is 885 4003

2.5 Trustees encourage parents to check very carefully, their completed application for accuracy prior to submission.

3. Should I attend Open Evening?

3.1 Open Evening for the 2025 admissions round takes place on 31 October and all parents and students who have an interest in the school are warmly invited to join us on that evening.

attend. The Headteacher will draw your attention, in a presentation, to points of information about the school and there will be opportunities to see all areas of the school and speak with leaders, teachers, support staff and students. Our Open Evening is advertised in the local media and on our website.

4. What happens following the 31 October deadline?

4.1 The LA will forward to the school all applications which name the school, regardless of order of preference.

4.2 The Board of Trustees will consider all applications in descending order of preference and admissions criteria.

4.3 Applications will be sorted in descending order according to the oversubscription criteria in the paragraphs below.

4.4 The LA will write to parents with a decision on places by March 2024. Parents will only receive a single offer.

a family has moved between 1st November 2023 and 31st January 2024
it is agreed by Trustees that individual circumstances (e.g. medical) apply and the delay was reasonable given the circumstances of the case.

In each case independent supporting documentary evidence will be required. For example evidence that you have permanently relinquished ownership or tenancy of your old home and that the new address will be relevant at the date of admission, or a letter from a GP or consultant.

7. Does the school have a waiting list?

be placed on a waiting list, irrespective of whether you make an appeal against the decision not to offer a place.

7.2 If a place becomes available, it will be allocated according to the oversubscription criteria.

7.3 The waiting list is closed on 31st December and the list must communicate this to the school in writing to the Admissions Officer at the start of the spring and summer terms.

7.4 There is no priority for children whose name has been on the list longer than others.

7.5 As part of our agreement with the Local Authority regarding admissions, the school can be required to admit a student allocated as determined through the Worcestershire Fair Access Protocol arrangements. Such students take precedence over those on the waiting list.

7.6 The same principle applies in the very rare, situation where the school is directed by the Secretary of State to admit a student.

8. Does the school accept in-year admissions?

8.1 Although mobility in the school is low, it is sometimes the case that students move home address within an academic year. In many such situations, even when the move takes students further away from the school they attend, the decision to maintain continuity of education takes particularity so in the case of high school students, who are more likely to be in examination groups.

8.2 Occasionally we receive requests from parents wishing to access a place at South Bromsgrove. Our advice, in these situations, is always to discuss the nature of your concern with the Headteacher of your school before applying to transfer.

8.3 When a place is sought for in-year transfer, and there is not a reason for immediate transfer, then admission may be deferred for up to 12 school weeks to allow our pastoral staff to receive

parents, usually within 10 days with a decision and, if necessary, of the right to appeal. The whole process is detailed in the following link:

<https://www.worcestershire.gov.uk/coordinatedschemes>

8.5 Parents may only make one application for a child in one academic year unless there are significant or material changes in the circumstances of the child, parent or the school.

9. Does the school

13.4 Parents are invited to attend hearings and make their case to the Appeals Panel. Although if this invitation is declined the appeal will be heard on the basis of written evidence only. You may be represented or accompanied by a friend. Only one appeal is permitted in one academic year.

14. Definitions

Children Looked After

1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the a

1.1 South Bromsgrove High is a 113 coeducational school with around 1330 students on roll. We provide high quality education for students in Bromsgrove and surrounding areas in North East Worcestershire. The Sixth Form consists of approximately 360 students.

1.2 South Bromsgrove High became an Academy in 2013. The Academy is its own admission authority and makes decisions about admitting students including the nature of the admissions criteria. The school, however, abides by the School Admission Code (2012), which includes requirements such as cooperating with the Local Admissions Forum, the coordinated admission scheme of the Local Authority (LA) and the provision of places for students who have Special Educational Needs or who are Looked After.

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1.4 The Board of Trustees are committed to offering a broad range of provision for students across curriculum areas and to developing skills and abilities of students in many ways outside the classroom which will help them to take their place in society as young adults. The school is proud of its traditions and, through its admissions policy, Trustees wish to maintain the character of the school.

1.5 The Published Admission Number (PAN) for entry into Year 12 for external students (that is, students who have not attended South Bromsgrove in Year 11) in September 2022 and subsequent years will be 20 unless changed in accordance with statutory procedures.

2. Sixth Form Information Open Evening Taster Day and Orientation Day

2.1 We offer different study pathways with academic or vocational emphasis and the entry requirements for each of these pathways are detailed on our website and in our Course Guide which will be available from October 2022.

2.2 Students in Year 11 (including external students), and their parents, are invited to our Sixth Form Information Evening in November at which they will have the opportunity to talk with subject teachers and Sixth Form students. The Headteacher and Director of Sixth Form will also give a presentation designed to equip students, and their parents, with the knowledge and information to help make an informed choice relating to their post-16 provision and offer details of the application procedure.

2.3 In addition to the Information Evening, we offer external students an opportunity to tour the school during a school day. We also offer Taster Days in January for current South Bromsgrove students and external students to experience Sixth Form lessons in areas of study they may be interested in applying for.

2.4 In the summer term, prospective external students will be invited to attend our Orientation Day to further familiarise themselves with the school.

3.2 Applications are made through an online form (available under the Sixth Form link on our website). All applicants, including those from South Bromsgrove, must complete the form by 29th January 2024.

3.3 Further information relating to our courses and the application process is published in our Course Guide and is available on our website.

4. Offers of Places

4.1 All students who are on roll at South Bromsgrove High in Year 11 at the time of application, and who will complete Year 11, are automatically offered places in Year 12 provided they achieve the published entry requirements

4.2 If a South Bromsgrove student does not take up this offer, but subsequently decides after 1st September that they do wish to return to the Sixth Form, they will join the waiting list and only be offered a place if one becomes available under the terms of the published Oversubscription Criteria. Such requests will not be considered after 30th September.

4.2 We will take up school references for all external students who have submitted an application by the deadline. Following receipt of a satisfactory reference, we will make conditional offers to start in September 2024, subject to meeting the published entry criteria.

4.3 Sixth Form registration for students from South Bromsgrove High and external students takes place on GCSE results day.

4.4 The Trustees have the right to withdraw an offer of a place where it is found that the offer has been obtained through a fraudulent or intentionally misleading application, for example, the use of an inappropriate home address.

4.5 If students wish to withdraw their application for any reason, or wish to decline an offer of a place at South Bromsgrove High, the Director of Sixth Form must be informed in writing.

4.6 The Director of Sixth Form must be informed of any change of immediately in writing.

5. Late Applications

5.1 If the volume of applications is particularly high, applications after the deadline may not be accepted. Should late applications be accepted after the deadline of 29th January 2024, they will be treated as lower priority than those applications received online and may join a waiting list. The waiting list will be held until 30th September 2024.

5.2 Students on the waiting list will be re-ranked strictly in accordance with the published Oversubscription Criteria (see below) and the applicant who ranks highest at that time would be made a conditional offer of a place, subject to meeting the published entry criteria.

6. Oversubscription Criteria

6.1 Where there are late applications, conditional offers of places will be made subject to availability, in the following order of priority:

1. Children Looked After and previously Looked After, including children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption.
2. Students with a sibling on roll at South Bromsgrove at the date of application who is likely to remain on roll at the date of admission.
3. Children of any staff who have been employed at South Bromsgrove High School on a permanent contract for a period of at least two years at the date of application or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Students whose home is nearest the school by the shortest direct line.

Where there are too many applications from within the first category, applications will be given priority if they meet the conditions of the second category and so on.

7. Other Applicants

7.1 Applications from students who are younger or older than the usual age for starting Form study and applications from students whose home is not in the UK or who have UK qualifications will be considered on an individual basis. The Director of Sixth Form should be contacted for an initial discussion.

8. Students with an Education, Health and Care Plan

8.1 The Trust follows the DfE SEND Code of Practice on the admission of students with Education, Health and Care Plans (EHCP).

8.2 Students for w

the right to waive this notice. Parents/guardians will usually receive notice of the outcome of the appeal within five school days of the hearing.

9.3 Appeals for the Sixth Form will not be heard before confirmation of the examination results on which the offer of a place depends. Such appeals will be heard within 30 school days of being lodged. Appeals lodged after the deadline for lodging appeals will be heard on as is reasonably practical.

9.4 Parents/guardians

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