

Admissions Policy 2024/25
For Year 5 Coordinated Scheme normal time of transfer at age 9 in
September 2024
For In-Year Admissions for all Year Groups during the 2024/25
academic year

DRAFT Approved by Trustees: 18/10/2022
Determined by Trustees: 14/02/2023

This Policy contains four sections:

- x Introduction
- x Admissions process
- x Oversubscription criteria and definitions
- x Useful contact details

The Policy should be read in conjunction with Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools 2024-25 and is available to view online at:

www.worcestershire.gov.uk/schooladmissions

A copy of the book is also available to view in Schools, Libraries and at your Local Worcestershire Hub.

The Information for Parents book contains full details on the application and allocation process, including the oversubscription admission criteria for each school. **You are advised to read the book prior to making an application.**

Section 1: Introduction

school will be deducted from the 150 places available to be offered. Such students are automatically offered places at the school and the Headteacher and Academy Trust will consider each application for a student with an EHCP individually. A response of concern may be raised prior to the naming of the school on an EHCP if they consider that provision will be evidence that to admit the applicant would have a detrimental impact on the learning of other students.

Applying for Places

Birchensale Middle School welcomes applications from all parents or carers who wish their children to attend Birchensale. Students and their parents/carers who are considering applying are warmly invited to visit the school on our Open Evening for Year 5 students and their parents/carers in the October of the year prior to intended admission. The Trustees have a Published Admission Limit of 150 places for Year 5. The following procedure for applications is designed to ensure that the Trustees' Admissions Policy is applied as fairly and consistently as possible.

Procedure

All applications submitted to the home Local Authority naming Birchensale Middle School in any position of preference will be forwarded to the school. The Academy Trust will rank all applications against the published Admissions Criteria according to the information given by parents/carers on application forms.

school for which your child ranks highest, where a place is available; if it is possible to make a potential offer at more than one school, then the final offer will be for the school identified as your higher preference. If you have named Birchensale as one of your preferences but have not been offered a place, you will be advised of your right to appeal within fourteen days of the date of the Local Authority posting the letter.

Parents/carers must complete the online acceptance or complete and return the acceptance slip contained in the offer letter as soon as possible, indicating whether they are accepting the place (see below for circumstances where an offer may be withdrawn).

Firm offers will be made by the home Local Authority on the published date. Offers will not be made by Birchensale Middle School and parents/carers should not contact the school directly if they have not received an offer letter.

The Trustees reserve their right to withdraw an offer of a place before the student is admitted to the school where it is found that:

- x the offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a student with a stronger claim, for example, the use of an inappropriate home address; or
- x where a parent/carer has not responded in writing to the offer within 14 days of the offer being made.

It may be necessary for the school to carry out checks to confirm that information given in relation to children's home addresses is genuine. Parents/carers may be asked to produce documentary evidence of the address given. If you knowingly give false information in order to obtain a school place you could be guilty of an offence under the Perjury Act 1911.

If you withdraw your application for any reason or wish to decline an offer of a place at Birchensale you must inform the Headteacher and Pupil Admissions and Transfers at your home Local Authority immediately in writing. Offerings will be made by

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31st December 2024, you must write to the Headteacher at Birchensale Middle School at the **start of each new term**

Parents/carers who have applied to be included on the waiting list will only be notified if a place becomes available which can be allocated to their child in line with the criteria published. Each waiting list is maintained strictly in order of the priorities in this Policy and not based on the date the application was added to the list. Therefore, applications received after the allocation of places may receive a higher ranking than those who may have been on the list for some time if they have a higher priority in the Oversubscription Criteria.

We have to admit any student who is the subject of a direction by the Local Authority or allocated to us according to the local Fair Access Protocol and any such students take precedence over those on the waiting list.

Admission of Children outside of their normal age group

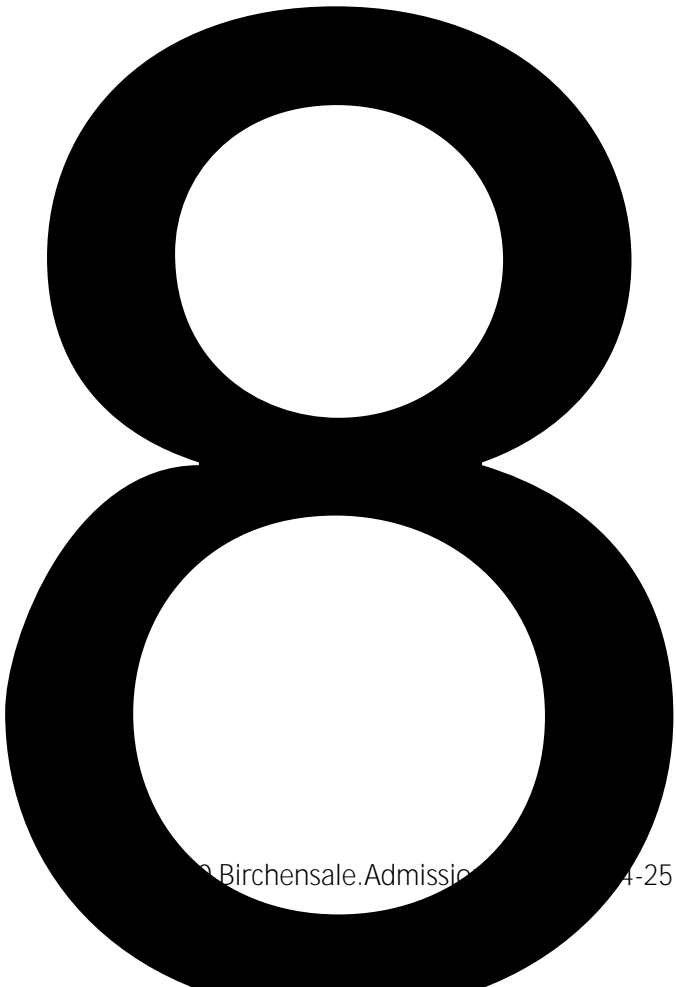
Parents can request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group. The Admissions Authority of the school will, taking into account the views of the Head Teacher, then make a decision based on the circumstances of each case and in the best interest of the child.

In-Year Admissions for all Year Groups

In-year admissions are co-ordinated on behalf of all schools by School Admissions, on behalf of the Local Authority. The co-ordinated scheme can be viewed using the following link:

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

Bordesley Multi Academy Trust, as its own Admissions Authority will reach our own decisions on whether or not we can offer places to children on the waiting list. The Admissions Authority will reach our own decisions on whether or not we can offer places to children on the waiting list.



Section 4: Useful contact details

Birchensale Middle School

Tel: 01527 68430

Web: www.birchensale.worcs.sch.uk

Email: office@birchensale.worcs.sch.uk

Headteacher: Mr M Brazier

Worcestershire Pupil Admissions and Transfers

Tel: 01905 822700

Web: <http://www.worcestershire.gov.uk/cms/education>

Appendix A

