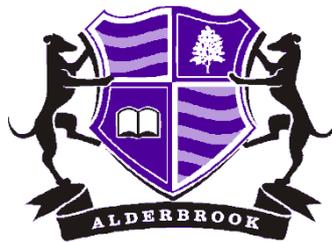


Alderbrook School



ADMISSIONS POLICY

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Alderbrook School, Blossomfield Road, Solihull, B91 1SN

Admission arrangements Years 7 - 11

Applications for school admission will be managed by Solihull Council in accordance with the Local Authority's coordinated scheme for admission.

The school's admission number is 250. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order.

Oversubscription criteria

- Priority 1**
- (a) Looked after children and previously looked after children who are now adopted or subject to a residence order or special guardianship order
 - (b) Children whose exceptional social or medical reasons can only be met at this school
- Priority 2** Children who normally live in the school's catchment area
- Priority 3** Children who have an older brother or sister at the school at the same time
- Priority 4** Children of staff at the school (see note 4)
- Priority 5** Children living closest to the school, measured in a straight line from the child's home

Notes:

1. Children with a statement of special educational needs/Education, Health and Care Plan, that names Alderbrook School will be offered a place first. This will reduce the number of places available.
2. Applications with exceptional social or medical reasons must be supported by independent professional evidence. The Council's Cabinet Member Advisory Group for Admissions will consider applications and evidence and make recommendations to Cabinet Member, who will grant priority 1b to applications with exceptional social or medical reasons.
3. The catchment area can be seen on the Council's website:
www.solihull.gov.uk/onlinemaps.
4. Under priority group 4 a member "of staff" can be either:
 - (a) a member of staff who has been employed by the school for two or more years at the time at which the application for admission to the school is made, or
 - (b) a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, parents can choose which address will be used. If the child moves into the home of a friend or relative during the process or the change of address appears to be a deliberate device to improve the child's priority, the address will not be used.
6. The places that are offered are provisional offers and are dependent upon the circumstances of the application remaining unchanged at the date of admission to the school. It is important that parents provide the school or Solihull Council with any information relating to changes in circumstances, such as a change of address, as soon as they occur. Offers based on fraudulent, incorrect or misleading information will be withdrawn if the child is no longer entitled to the place because there are children on the waiting list with a higher priority. In these circumstances the place will be withdrawn after the child has started the school, in line with the Admissions Code.
7. A brother or sister must live at the same address and could be:
 - A brother or sister sharing the same parents;
 - a half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
 - the separate children of a couple who live together; or
 - an adopted or fostered brother or sister.
8. If a priority group has more applicants than places available priority will first be given to those with a brother or sister attending followed by those living nearest the school (measured in a straight line from home to school).
9. In any priority, if two or more applicants have the same distance but only one place can be offered, a computerised random allocation system will be used to decide which applicant has the highest priority. The applicant with the lowest random number will have the highest priority.
10. Distances are measured by the Local Authority's computerised admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property.
11. Waiting lists are produced in strict order of priority, according to the oversubscription criteria and are managed by Solihull Council. Parents must phone the council every half term to keep their child's name on the list.
12. Applications received after the closing date will be given a late priority. They will be put on the list after applications with the same priority that were received on time.

13. If possible places will be offered at the same school to twins, triplets and children from other multiples births. If only one place can be offered the parent will choose which child should have the place.
14. Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to Solihull Council. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the application will be given a priority and put on the waiting list.
15. The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.
16. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school can request an appeal form from Solihull Council. Appeals will be heard by an independent panel.

Admission arrangements Years 12 - 13

Offers of places – Alderbrook reserves the right to withdraw courses where there are too few applications for the course to run. Equally, if too many students apply for a particular course, and it is not possible to run extra groups, then numbers on courses may need to be limited.

Applying for places – The Sixth Form's capacity is 250 students. In addition to Alderbrook's students continuing from year 11, where applications for admission exceed the number of places available, the oversubscription criteria as detailed will be applied.

Time line – Applications for Year 12 will be accepted up to Midday 31st January 2017. Applications after this date will be accepted but will be treated as "**Late Applications**"

Admission requirements – For most A Level courses students must* have gained eight GCSEs at A*-C to include six at Grade B or above which must include English Language and Mathematics. Additional grade requirements for particular courses will be published in the Sixth Form Prospectus which is available on the school website. There will be some level 1 & 2 courses available for some students with identified educational needs. Admission criteria for these courses will be published in a supplementary prospectus, although the same oversubscription criteria will apply.

*If a student has not gained all of the grades necessary to meet the admission criteria but can provide sufficient evidence to convince the school that they will be able to successfully resit the relevant subjects, they may still be admitted.

Admission arrangements and offers of places – Any pupil who has successfully completed Year 11 at Alderbrook School and has satisfied the **entry requirements**, can be considered for a place in Year 12, subject to availability of appropriate courses. All students will be asked to attend an interview to discuss their application. "**Late applications**" will be offered places once all other applications have been processed. Where applications for admission exceed the number of places available, the oversubscription criteria will apply.

Accepting a place – Once a place has been offered, students will be expected to formally accept that place in writing within 2 weeks. If acceptance is not received, a reminder will be sent to the home address. If the acceptance is not forthcoming within a week of the reminder, the School may offer the place to another student on the waiting list. Students will be expected to present evidence of their GCSE grades attained. Existing pupils will not need to present documentary evidence as the school already holds this information.

Enrolment – Students will be expected to follow the normal enrolment procedure as laid out in the Alderbrook Sixth Form website unless the special circumstances exist. If this is the case students are expected to contact the school to make alternative arrangements in good time.

Appeals - Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel.

Oversubscription criteria

These criteria will only be used when the school receives more applications than there are places in Year 12.

- Priority 1** (a) Looked after children and previously looked after children who are now adopted.
(b) Children whose exceptional circumstances can only be met at this school
- Priority 2** Alderbrook Student on roll up to Year 11
- Priority 3** Children of staff at the school (see note 2)
- Priority 4** Children living closest to the school, measured in a straight line from the child's home
- Priority 5** Late applications

Notes:

1. Applications with exceptional social or medical reasons must be supported by independent professional evidence.
2. Under priority group 3 a member "of staff" can be either:
 - (a) a member of staff who has been employed by the school for two or more years at the time at which the application for admission to the school is made, or
 - (b) a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, parents can choose which address will be used. If the child moves into the home of a friend or relative during the process or the change of address appears to be a deliberate device to improve the child's priority, the address will not be used.
4. The places that are offered are provisional offers and are dependent upon the circumstances of the application remaining unchanged at the date of admission to the school. It is important that parents provide the school with any information relating to changes in circumstances as soon as they occur. Offers based on fraudulent, incorrect or misleading information will be withdrawn if the child is no longer entitled to the place because there are students on the waiting list with a

higher priority. In these circumstances the place will be withdrawn after the child has started the school, in line with the Admissions Code.

5. In any priority, if two or more applicants have the same distance but only one place can be offered, a computerised random allocation system will be used to decide which applicant has the highest priority. The applicant with the lowest random number will have the highest priority.
6. Distances are measured by the Local Authority's computerised admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property.
7. Waiting lists are produced in strict order of priority, against the over-subscription criteria.
8. Applications or changes to your application received after the closing date and before the Governors' admissions meeting are late and will be considered if possible. Applications received after the Governors' decision meeting are late and will be considered after applications with the same priority that were received on time.
9. Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the Head Teacher. If there is a vacancy in the relevant year group a place will be offered subject to the Governors being convinced that the student will be able to effectively follow the program of study for the A level courses applied for.