



Part of Washwood Heath Multi Academy Trust

Head of Academy: Mr C Etheridge

CEO: Mrs B Mabey

Admissions and Appeals Policy

Date Adopted: July 2015

Date for review: July 2018

Tile Cross Academy

Admissions and Appeals Policy

Tile Cross Academy follows the procedures as laid down by the Birmingham Education Authority in respect of admissions and appeals. We aim to provide all prospective parents and students with the information necessary to enable them to gain a clear indication of what the academy has to offer. This is done in a number of ways:-

- By welcoming all prospective parents and students to an open evening and open day each academy year. Parents and students are taken round the academy either in the course of the open evening or during a working academy day by a member of staff or prefect.
- A detailed prospectus and other information sheets are made available on request.
- Interviews and a tour of the academy are arranged for prospective parents and students who cannot attend the open day or evening.
- Open day and evenings are advertised in the local authority entry guide to secondary schools and on the academy website.

Admission procedure for year 7 students

Special Educational Needs

Applications on behalf of children with Statements of Special Educational Needs will be considered by the Special Educational Needs Assessment and Review Service (SENAR), in accordance with parental preference and each child's individual needs, taking account of Birmingham City Council's inclusion policy and any consultation required with the academy advisory board.

Any child with a statement of special educational needs is required to be admitted to the academy that is named in the statement. This gives such children overall priority for admission to the named academy. This is not an oversubscription criterion.

Priority is given to students in the following order:-

Children are admitted to the academy in accordance with parental preference as far as possible. However, where there are more applications than there are places available, places at non-selective community secondary schools will be allocated based on the following order of priority:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. This includes any child / young person who is subject to a Full Care Order, an interim Care Order, accommodated under Section 22(1) of the Children Act 1989, is remanded or detained into Local Authority accommodation under Criminal Law or who has been placed for adoption. Birmingham Local Authority's School Admissions and Pupil Placements Service will obtain names of all children who are looked after or were previously looked after, within the appropriate age range, from the Looked After Children Education Service (LACES). Places for these children will be considered in accordance with each school's admission criteria.

2. Children (siblings) with a brother or sister already at the academy and who will still be in attendance at the time the sibling enters the academy.

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- i. have one or both natural parents in common;
- or i. are related by a parent's marriage;
- or i. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

Children not adopted or fostered or related by a parents' marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

Separate boys' and girls' schools are not considered to be linked for the purposes of sibling claims.

3. Children who live nearest to the academy.

Within each of these categories, priority is given to those who live nearest the academy, by straight-line measurement to one fixed point in the academy.

For these purposes, distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the academy (usually the front gates). The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address and the address of the academy.

In a very small number of cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place.

Home address

A pupil's home address is considered to be a residential property that is the child's only or main residence and is either;

- Owned by the child's parent(s), or the person with parental responsibility for the child;
- Leased to or rented by the child's parent(s), or the person with parental responsibility under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to satisfy the authority that the child lives at the address put forward by the parents.

If an academy place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Appeals

Where parents are not satisfied with the academy offered, arrangements exist for appeals to be heard by an Appeals Panel, which is independent of the admission authority for the academy.

Parents can only appeal for schools for which they have expressed a preference.

Appeals should be sent to Birmingham's School Admissions and Pupil Placements Service.

Waiting Lists

Parents whose children have not been offered a place at one or more of their preferred schools will be informed of their right of appeal and will be added to their preferred schools' waiting lists. Parents will be advised that inclusion on a school's waiting list does not mean a place will eventually become available there. Waiting lists will not be fixed following the offer of places; they are subject to change. This means that a child's waiting list position during the year could go up or down. Any applicants to whom it is not possible to offer a place will be added to each school's waiting list in accordance with the relevant oversubscription criteria.

School Admissions and Pupil Placements Service, on behalf of the Local Authority, will maintain waiting lists for community and voluntary controlled schools at the start of the academic year of admission.

The application process for in-year admissions

From September 2013, and for all subsequent years, applications made outside the normal admissions round (in-year admissions) will be made directly to us. Parents/carers can apply for a place for their child at any time and to any school and we may therefore receive an application at any time.

The academy or local authority will provide an application form for parents to complete when applying for an academy place.

On receipt of an application the child will be placed on the waiting list in line with the admission policy.

On receipt of an in-year application we shall notify the local authority of both the application and its outcome, in order to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.

Late Applications

Birmingham Local Authority may consider applications received after the final closing date at the same time as those which were received by the final closing date in exceptional circumstances. The Local Authority will use its discretion when considering the individual circumstances. For example where;

- There were exceptional reasons which prevented the parent/carer from applying by the closing date.
- A child and the person with parental responsibility has moved home.
- Where the local authority has contacted that parent/carer regarding their application.

All late applications accepted and received after the closing date, without exceptional reason, will only be considered after those applications which were received on time have been considered. Such applicants may therefore be less likely to be offered a place at one of their preferred schools.

All applications received after the offer of places will be considered by Birmingham Local Authority.

In the event that a late application made for a place at an undersubscribed school will be offered.

Applications made on or after the start of the Autumn Term 2013 will need to be submitted on an 'Application for a Change of School' form.

Change of Preference

Once parent/carers have submitted their preferences they will not be allowed to change them without an exceptional change in circumstances, for example, if the family has recently moved address or an older sibling has changed schools.

All requests to change preferences should be made in writing to School Admissions and Pupil Placements Team Manager, Birmingham Local Authority.

Any parent/carer who submits an application for a change of preference for an oversubscribed school, without an exceptional change in their circumstances, will have that application refused.

Any request for a change of preference for a school that is undersubscribed will be accepted and a place offered in accordance with the admission criteria for that school.

In Year Fair Access Protocol

Fair Access Protocols exist to ensure that access to education is secured quickly for children who have no school place but for whom a place at a mainstream school or alternative provision is appropriate, and to ensure that all schools in an area admit their fair share of children with challenging behaviour, including children excluded from other schools. The Birmingham Schools Admission Forum (representing all admission

authorities of maintained schools and Academies in the City) has agreed to ensure that access to education is secured quickly and sympathetically for children who have no school place, and to ensure that all schools in an area admit their fair share of children with challenging behaviour by the use of Fair Access Sharing Panels.

The operation of the Fair Access Protocol is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a school place under the in-year admission arrangements.

All admission authorities must participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly.

Relevant area

In accordance with the School Standards and Framework Act 1998, Birmingham Local Authority has determined its relevant area as that contained within the administrative area of the City of Birmingham. It is proposed that this arrangement will continue for 2015/2016.