



Oldbury Wells

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*Schools' Partnership*

# **Admissions Policy 2023/2024**

**Oldbury Wells School  
and Bridgnorth Sixth Form**

<b>FREQUENCY OF REVIEW:</b>	Annually
<b>RATIFICATION:</b>	LGB Spring 2022
<b>DATE OF NEXT REVIEW:</b>	Autumn Term 2022 unless there is a material change

## **Pre 16 Admissions Policy**

Following determination of arrangements, any objections to admission arrangements for entry in September 2023 must be made to the Schools Adjudicator by **15 May 2022**.

### **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 1<sup>st</sup> 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](http://www.shropshire.gov.uk/schooladmissions), and also for details of the admission arrangements.

### **Admission 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' or children who were previously 'looked after' but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>1</sup> including those who appear [to the admission authority - Shropshire Council] to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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.
  - 2c. 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:
    - i. Children who will have an older sibling at the school on the day they are due to start school.
    - ii. 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.
    - iii. 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
      - where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - 2d. All other children.

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

## Notes:

*A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).*

<sup>1</sup> *An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).*

*A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.*

*Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)*

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.

### **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 at 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](http://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 Lead 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 (6<sup>th</sup> Form) Admissions Policy**

### **Introduction**

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.

### **Method of Application**

Year 11 students 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 made available for the Post 16 Event. Information, advice and guidance meetings and individual career appointments will be arranged for every prospective Sixth Form student, ensuring that they're on the right track and providing expert professional support at a critical time of decision making.

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.

Students should refer to our annually published entry requirements for each course on offer. These are determined by the difficulty of the course and any essential prerequisites that are required for success in the course.

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. 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

### **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.

### **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.

### **The Integrity of the Admissions Procedure**

Bridgnorth Sixth Form 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.

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

1. 'Looked after children' or children who were previously 'looked after' but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order<sup>1</sup> including those who appear [to the admission authority - Shropshire Council] to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. 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:
  - 2a. Children who will have a sibling at the school on the day they are due to start sixth form.
  - 2b. Children of staff at the school:
    1. 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
    2. Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. All other children.

### **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.

#### **Notes:**

*A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).*

<sup>1</sup> *An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).*

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*Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)*

### **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.

### **General Enquiries**

General enquiries about admissions to Bridgnorth Sixth Form should be directed to Mrs Bishell, Head of Sixth Form, at [april.bishell@oldburywells.com](mailto:april.bishell@oldburywells.com)

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

Signed \_\_\_\_\_  
Chair of Oldbury Wells School Local Governing Body

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Headteacher

Dated \_\_\_\_\_