



**GEORGE
SALTER
ACADEMY**



Admissions Policy

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Responsible for policy: Mr R Reeve

Date reviewed: 20th September 2016

Date of next review: January 2017

Contents

1. Policy statement and principles	2
1.1 Policy aims and principles.....	2
1.2 Monitoring and review.....	2
2. Academy admissions.....	3
2.1 Definitions.....	3
2.2 Eligibility criteria	3
2.3 Waiting list.....	3
2.4 Withdrawal of a place	4
2.5 Determining arrangements and consultation	4
2.6 Admission of children outside their normal age group	4
2.7 Complaints about admissions arrangements	5
3. Secondary admissions	6
4. Sixth form admissions.....	9

I. Policy statement and principles

I.1 Policy aims and principles

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

This policy details the academy's arrangements for admissions and will apply to all admissions from September 2017 to July 2018. This includes in-year admissions within this period.

Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicised on our website. Arrangements for visits outside these dates can be made through the academy office on ext 262.

The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

I.2 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised with Mr. R. Reeve (Vice Principal) in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

The academy admits students between the ages of 11 and 18. The main intakes are:

- Secondary
- Sixth form

We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

2.1 Definitions

The academy uses the following definitions when applying this policy

Distance

This is the straight line distance between the academy main gate and the child's home address. (LA computerised system for ordinary admissions.) Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

Dual address

Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

2.2 Eligibility criteria

Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non EU national that has –
 - 'Exceptional' or 'Indefinite Leave to Remain' in this country
 - Refugee status

2.3 Waiting list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

The Local Authority will maintain, on behalf of the Academy, a waiting list until 31 December following the main academy intake [*one term*]. The Academy will maintain a waiting list following 31 December for the rest of the Academic Year. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list. However, Looked-after children,

previously looked-after children, and those allocated a place at the Academy through the Fair Access Protocol take precedence over those on the waiting list.¹

2.4 Withdrawal of a place

The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.5 Determining arrangements and consultation

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

The academy will consult on admissions arrangements when changes to the academies arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation then these will be sent to OAT. Any subsequent changes will be made will be in consultation with OAT.

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance the

¹ See Section 2.14 *DfE School Admissions Code, December 2014*.

George Salter admissions team at the Academy. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

2.7 Complaints about admissions arrangements

Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

Complaints about the appeals panel can be made to the Secretary of State.

3. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact Mr R. Reeve (Vice-Principal) on 0121 553 4665.

Number of spaces (PAN)

The academy has an agreed admission number of 200 per year.

Application process

Applications for the 2017 academic year begins September 1st 2016.

To apply you need to complete the online Sandwell Common Application Form (CAF) which is submitted directly to the Local Authority (LA). Aptitude Registration Forms are also available on the Sandwell LA website www.sandwell.co.uk/schooladmissions.

All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

Procedures for Admission into Year 7

The Admissions Authority for George Salter Academy is the Governing Body. The Governing Body will comply with the national co-ordinated admissions scheme for Sandwell which requires all parents to complete a preference form provided by the LA. In completing this form George Salter Academy must be chosen as one of the 6 preferences on the LA form.

To apply for George Salter Academy parents of prospective students will be required to complete the online Sandwell Common Application Form (CAF). Parents/carers wishing for their child to be considered for a place based on aptitude for Performing Arts must complete a separate Aptitude Registration Form, available from the Sandwell LA Website and the GSA Admissions Office. If the application is not successful based on Performing Arts Aptitude the application will then be automatically considered using the remaining criteria. Parents should be aware that the Aptitude Registration Form must be returned to George Salter Academy, Davey Road, West Bromwich, West Midlands, B70 9UW by Monday 31st October, 2016.

The Academy will liaise with Sandwell Local Authority and other neighbouring Local Authorities in line with the national co-ordinated admissions arrangements during the process.

The Governing Body of George Salter Academy will use norm referenced banding to achieve an intake representative of the ability profile of applicants.

All applicants will be tested using an NFER non-verbal reasoning test² and placed into 5 equal bands with the same number of places in each band. All children will be placed in one of the bands and an equal number of children will be taken from each. No child can fail this test. The assessment will last 1 hour. Parents will be given information on the dates of the test during September of that year. Any student not sitting the test at all will be considered for a place but only **after** all students who did attend testing have been considered (this does not apply to students with an EHCP, a Statement of SEN, or who are looked-after children, or previously looked-after children³.)

² Where a child is unable to take the NFER non-verbal reasoning test on the arranged date (for example, due to illness) arrangements will be made to sit the test at another suitable date.

³ "Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order". *DfE, School Admissions Code (Section 1, Paragraph 1.7) December 2014*.

Once a test has been attended the students will be placed into 5 equal sized bands, totaling 180 places; 20 places are allocated through the aptitude process detailed overleaf.

Where fewer than 200 applications are received George Salter Academy will offer places to all those who applied.

Where the number of applications for admission is greater than the published number, applications will be considered against the criteria below:

Selection Criteria

George Salter Academy admits a total of 20 applicants (10% of the total number of places) with an aptitude for Performing Arts.⁴ Applicants are tested at the Academy for their stated 'aptitude' Dance/Music/Drama. From this process, 20 are selected. The remaining applicants will be placed in bands based on their NFER non-verbal reasoning test. Where one of the 20 selected pupils do not take up their place, the next highest ranking Aptitude applicant will be selected from the same band as that pupil. Further details are available on request.

Aptitude Testing:

5

The main purpose is to identify students who have potential, aptitude and enthusiasm for Music, Dance or Drama.

Group activities will give candidates the opportunity to demonstrate:-

1. their enthusiasm for the subject
 2. their willingness to work well with others
 3. their ability to follow instructions
 4. their engagement with the activities
- The individual activities will give the candidates the opportunity to demonstrate:-
 1. their individual skill level, through a performance
 2. their aptitude, through aural perception

Oversubscription criteria

All children with Education, Health & Care Plans or a Statement of Educational Need where George Salter Academy is named on the Statement or the Plan will be admitted to the Academy and the number of available places will be reduced accordingly.

Thereafter priority for places will be allocated to:

1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).
2. After the above priority places, within each band priority for places will be allocated to:
 - i) Children of Staff employed by the Academy or appointed to commence employment at the Academy*.
 - ii) Thereafter, on the basis of distance between the child's home address and the main entrance (located on Davey road) to George Salter Academy with priority being conferred in order of proximity to the Academy.
 - iii) Definitive tie-breaker: in the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of the Local Authority.

⁴ "Aptitude" means "a gift or talent". It denotes a potential or propensity to develop an ability given appropriate teaching or preparation. In other words, aptitude plus preparation equals future ability.

⁵ Where a child is unable to take the Aptitude test on the arranged date (for example, due to illness) arrangements will be made to sit the test at another suitable date.

* a) 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, or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. The Academy will, if necessary, exceed the admission number to prevent separation of twins or children from multiple births.

If the number of applications is less than the number of spaces then all children will be offered places.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance the local authorities Fair Access Protocol. In-year admissions forms can be obtained from *the Academy or the LA*.

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.

If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

Unsuccessful applications

The Local Authority will, on behalf of the academy, inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

5. Sixth form admissions

The process detailed in this section is for admissions to the Sixth Form at GSA. For further information on this process please contact Mr R. Reeve, Vice-Principal on 0121 553 4665.

Number of spaces

The academy admits up to 300 applicants per year.

Application process

Applications for the 2017 academic year begins October 2016. The closing date for applications for this year is 31st January 2017.

To apply you need to complete the academy's form and submit this directly to the academy by the deadline 31st January, 2017. Forms are available directly from the academy or via the GSA website. The academy will contact the student applying directly about the outcome of their application by 31st May.

Late applications will only be considered where there are a surplus of places in the academy / course(s) applied for once the oversubscription criteria has been applied.

Selection criteria

All internal candidates seeking transfer to our sixth form, and all external candidates seeking admission to our sixth form, will need to have the same minimum academic qualifications for entry, which are 5A*-C including English and Maths.

Oversubscription criteria

All children with Education, Health & Care Plans or a Statement of Educational Need where George Salter Academy is named on the Plan will be admitted to the Academy Sixth Form.

If the academy receives more applications that meet the selection criteria above than there are available places, priority for admission will be in line with the oversubscription criteria set out below:

1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).
2. Applications from students who have attended George Salter Academy in Year 11, who meet the course entry requirements.
3. Applications from external applicants for level 3 courses, who have achieved 5A*-C including English and Maths.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year. We will also consider whether it is appropriate to place a student in the class late based on the learning that has been missed. If the student is transferring from another sixth form and was doing an equivalent course this will be taken into account in deciding whether a place can be offered.

In-year admissions forms can be obtained from George Salter Post-16 team.

If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The decision of the Secretary of State will be binding upon the academy.

Unsuccessful applications

The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.