



**GEORGE  
SALTER  
ACADEMY**



## **Admissions Policy**

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**Responsible for policy:** Mr Elgar (Assistant Principal)

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# 1. Policy statement and principles

## 1.1 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/carers 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 2019 to July 2020. This includes in-year admissions within this period.

Parents/carers 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.

## 1.2 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 (Davey Road entrance) and a child's home address (LA computerised system for ordinary admissions.) Where there are 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 amount 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

In line with The Schools Admissions Code 2014 ("the Code") George Salter Academy will respond to applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals. George Salter Academy will not refuse a school place simply because of doubts about the child's immigration 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.<sup>1</sup>

## 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 academy's 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 substantive responses to the academy's consultation, these will be sent to OAT. Any subsequent changes will be made 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.

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<sup>1</sup> See Section 2.14 *DfE School Admissions Code, December 2014.*

## 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 had experienced problems such as ill health. If parents wish to do this, they must contact, in the first instance, the 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 students:

- 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 in 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 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. W Elgar (Assistant Principal) on 0121 553 4665.

### Number of spaces (PAN)

The academy has an agreed admission number of 250 per year from September 2019. This will initially start with the Year 7 in 2019/20 being 250.

### Application process

Applications for the 2019/20 academic year begins 1 September 2018.

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](http://www.sandwell.co.uk/schooladmissions) and the GSA website.

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 LA 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 Ormiston Academies Trust (OAT) who delegate their responsibilities to the governing body. OAT will comply with the national coordinated 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/carers should be aware that the Aptitude Registration Form must be returned to George Salter Academy, Davey Road, West Bromwich, West Midlands, B70 9UW by Thursday 4 October, 2018.

The academy will liaise with Sandwell Local Authority and other neighbouring Local Authorities in line with the national coordinated admissions arrangements during the process.

OAT will use norm referenced banding to achieve an intake of the ability profile of applicants.

**All applicants will be tested using an NFER non-verbal reasoning test<sup>2</sup>** 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/carers will be given information on the dates for 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 children<sup>3</sup>.)

Once a test has been attended, the students will be placed into 5 equal sized bands, totaling 225 places; 25 places are allocated through the aptitude process detailed overleaf.

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<sup>2</sup> 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 time.

<sup>3</sup> "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 arrangement order or special guardianship order". *DfE, School Admissions Code (Section 1, Paragraph 1.7) December 2014.*

Where fewer than 250 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 25 applicants (10% of the total number of places) with an aptitude for Performing Arts<sup>4</sup>. Applicants are tested at the academy for their stated 'aptitude', Dance/Music/Drama. From this process, 25 are selected. The remaining applicants will be placed in bands based on their NFER non-verbal reasoning test. Where one of the 25 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<sup>5</sup>

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

If the academy is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the academy is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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. Children with a sibling attending the academy at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including

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<sup>4</sup> "Aptitude" means "a gift or a 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.

<sup>5</sup> 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.

natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

3. Children of staff employed at the Academy or appointed to commence employment at the Academy.<sup>6</sup>
4. Other children by distance from the academy, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main entrance of the academy (Davey Road entrance) as specified in the academy information pack.

Random allocation will be used as a tie-break in category '3' above to decide who has highest priority for admission if the distance between two children's homes and the academy is the same. This process will be independently verified by an officer of the Local Authority.

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 with the Local Authority's Mid-Year Admissions Protocol. In-Year admission forms can be obtained from the academy or the Local Authority. Applications for young people who are vulnerable or hard to place may be made through the Local Authority's Fair Access Protocol. 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). 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.

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<sup>6</sup> 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.

## 4. Sixth form admissions

The process detailed in this section for admissions to the Sixth form at GSA. For further information on this process, please contact Mr. W Elgar, Assistant Principal, on 0121 553 4665.

### Number of spaces

The academy admits up to 300 applicants per year.

### Application process

Applications for the 2019 academic year begins October 2018. The closing date for applications this year is 31<sup>st</sup> January 2019.

To apply, you need to complete the academy's form and submit this directly to the academy by the deadline, 31<sup>st</sup> January 2019. 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 31<sup>st</sup> May 2019.

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 arrangement order or special guardianship order. A looked-after child is a child who is in the care of the 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 external applicants for level 3 courses, who have achieved 5 A\*-C or equivalent, including English and Maths (at level 5 or higher).

Definitive tiebreaker: 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.

### In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academy 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 admission forms can be obtained from the 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/carer 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.