



UNIVERSITY OF  
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University of Birmingham School

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# Admissions Policy

## University of Birmingham School Admissions Policy

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## The University of Birmingham School Admissions Policy

### 1 Introduction

- 1.1 This document sets out the admission arrangements for the University of Birmingham School ('the School').
- 1.2 The University of Birmingham School is committed to straightforward, open, fair and transparent admissions arrangements. The School will act fully in accordance with the School Admissions Code (as revised February 2012), the School Admissions Appeals Code and admissions law as they apply to academies.
- 1.3 The University of Birmingham School opened in 2015 with two year groups, Year 7 and Year 12.
- 1.4 It will normally only admit children to these year groups but, as children progress through the School, more year groups will open until in 2019 there will be children on roll in each year group from Year 7 to Year 13.

### 2 Published Admissions Number, Procedures and Over-Subscription, Year 7

- 2.1 The University of Birmingham School presently has an agreed Published Admissions Number (PAN) of 150 for admission into Year 7.
- 2.2 All applicants will be admitted if fewer than 150 applications are received.
- 2.3 The School will be part of the Birmingham City Council's co-ordinated arrangements which requires all parents to complete a common application form (CAF) provided by their own local authority.
- 2.4 Details of the coordinated admissions process are available from the admissions team at Birmingham City Council or online at: [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions).
- 2.5 Full details of the application process are available via the website and in the Birmingham City Council annual admissions brochure for entry.
- 2.6 In completing the common application form, the University of Birmingham School must be listed as one of the preferences on the local authority form.
- 2.7 Inaccurate or false information on the form could result in a place offered being withdrawn.
- 2.8 The University of Birmingham School will operate in keeping with the local Fair Access Protocol.
- 2.9 Where the number of applications for admission is greater than the published admission number, applications will be considered against the over-subscription criteria set out below.
- 2.10 After the admission of pupils with either, an Education, Health and Care Plan or, a statement of Special Educational Needs naming the University of Birmingham School, the criteria will be applied in the order in which they are set out below:

- a) Looked-after children and children who were previously looked-after<sup>1</sup>.
- b) Siblings of pupils currently attending the University of Birmingham School and who will continue to do so on the date of admission. This does not include siblings who were external entrants to the Sixth Form. See paragraph 2.12 for the definition of sibling.
- c) Distance between applicant's home address and the nodal points set out below. Distance will be calculated according to a straight line measurement between the applicant's home and the main entrance of the node (as the crow flies). In the event that a tie break situation occurs for the distance criteria, a random allocation tie break will be used (the local authority will use a computerised system to randomly select the child to be offered the final place). See paragraph 2.12 for the definition of home address.

The nodes selected are:

- The University of Birmingham School site (B29 6QU)
- Hall Green Rail Station (B28 8AA)
- Small Heath Station (B10 0DP)
- Jewellery Quarter Station (B18 6LE)

The following proportion of places will be allocated to each node:

- |                                                      |                         |
|------------------------------------------------------|-------------------------|
| ▪ The University of Birmingham School site (B29 6QU) | 50.0% (up to 75 pupils) |
| ▪ Hall Green Rail Station (B28 8AA)                  | 16.7% (up to 25 pupils) |
| ▪ Small Heath Station (B10 0DP)                      | 16.7% (up to 25 pupils) |
| ▪ Jewellery Quarter Station (B18 6LE)                | 16.7% (up to 25 pupils) |

2.11 The definition of a sibling is:

- A brother or sister sharing both parents;
- Half-brother or half-sister sharing one common parent;
- Step-brother or step-sister living at the same address and related by a parent's marriage;
- Children living at the same address whose parents are living as partners at this address;
- Adopted or fostered children;
- We do not include cousins in our definition of siblings.

2.12 The home address is considered to be the child's, along with their parents', main and genuine principal place of residence at the time of allocation of places, i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends' or relatives' address will not be considered for allocation purposes. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place. Documentary evidence may be required.

2.13 The University of Birmingham School can refuse admission if a pupil has been permanently excluded from two or more schools.

<sup>1</sup>Looked-after children and previously looked-after children are those who have been adopted, or have become subject to a child arrangement or special guardianship order. A looked-after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in their exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

### 3. Published Admissions Number, Procedures and Over-Subscription Criteria, Year 12

- 3.1 The University of Birmingham School will have a provisional PAN (published admissions number) of 50 places for external applicants to Year 12, if they are predicted to and achieve the entry requirements for their chosen courses. The University of Birmingham School aims to establish a maximum roll in Year 12 of 200 students in total. Accordingly should any University of Birmingham pupil not take up a place in the University of Birmingham School's Sixth Form (by choice or by not meeting the entry requirements) a greater number of places (above the 50 PAN) will be available for external applicants.
- 3.2 The University of Birmingham School will admit any pupils with either, an Education, Health and Care Plan or, a statement of Special Educational Needs naming the University of Birmingham School and who meets the minimum academic entry requirements.
- 3.3 Applicants will receive offers only if their applications are supported by a reference from the applicant's current school (by mid-April) which confirms that their predicted grades and any examination results already achieved indicate they will meet the published entry criteria.

#### Entry Requirements

Minimum Entry Criteria	At least five GCSEs at Grade 6 or above, including English Language and Mathematics attained at a standard of at least Grade 5.
Subject Specific Entry Criteria	Individual subject requirements will be listed on the school's website, however typically most subjects would require at least a GCSE Grade 6 (or equivalent) in the relevant subject, or at least a GCSE Grade 7 (or equivalent) in associated subjects if their chosen A-Level subject is not previously studied at GCSE.

- 3.4 Grade requirements for each A-level course will be set out in the prospectus which will be published on the School's website and available in paper format and via email. If the pupil has not met the requirements for their chosen course, they will be offered subjects for which they have achieved the requirements. If the School cannot offer them a place because of lack of capacity or timetabling issues, then the applicant will be offered alternative subjects for which they have achieved the requirements and which can be timetabled.
- 3.5 When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements set out at paragraph 3.3, and their chosen A-level course requirements, will be admitted/ permitted to progress. If the School cannot offer them a place because of lack of capacity or timetabling issues, then the applicant will be offered alternative subjects for which they have achieved the requirements and which can be timetabled.

- 3.6 If an applicant has met the minimum entry requirements for Sixth Form, and the requirements for their chosen A-level courses, but the School cannot offer them a place because of lack of capacity or timetabling issues, then the applicant will be offered alternative subjects for which they have achieved the requirements and which can be timetabled.
- 3.7 Where multiple applicants are eligible for the same subject combination, priority will be given to applicants in the following order:
1. Looked-after children or children who were previously looked-after as defined below<sup>1</sup>
  2. Candidates with either an Education, Health and Care plan (EHCP) or statement of Special Educational Needs naming the University of Birmingham School (see Section 6) and where places remain available but for which there are multiple applicants:
  3. Children previously eligible for the Pupil Premium as defined below<sup>2</sup>
- 3.8 In the event of two or more applications that cannot otherwise be separated, the School will use random allocation as a tie-break.
- 3.9 The University of Birmingham School can refuse admission if a pupil has been permanently excluded from two or more schools.
- 3.10 An application for external applicants can be submitted directly to the school through the online web portal. Applications can be submitted from mid-October.
- 3.11 The closing date for Sixth Form applications will be 31st January. Applications received after this date will only be considered once applications have been processed for those applying within the prescribed timescale.
- 3.12 External applicants must complete an application form.
- 3.13 Sixth Form information events for parents and prospective pupils will be organised for autumn term and communicated via the School's website.
- 3.14 Further detailed information will be published in the Sixth Form prospectus and on the University of Birmingham School website.

#### 4 **Waiting List**

- 4.1 If the School is oversubscribed in any year group, names of all unsuccessful applicants will be placed on a waiting list.
- 4.2 The list will operate in accordance with the oversubscription criteria defined above and will operate until the end of the school year.

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<sup>1</sup> Looked-after children and previously looked-after children are those who have been adopted, or have become subject to a child arrangement or special guardianship order. A looked-after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in their exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

<sup>2</sup> Children eligible for the Pupil Premium for the purposes of this admissions criterion are those who: are registered as eligible for free school meals; have been registered as eligible for free school meals at any point in the last six years; have parent(s) who are serving in the regular UK armed forces or who were serving in the past 3 years; or are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

4.3 This will be maintained by the School and following an unsuccessful application, the applicant will be informed if they have been placed on the waiting list.

## 5 **In-Year Admissions**

5.1 Prospective parents of pupils should contact the University of Birmingham School directly to make an in-year application.

5.2 In-year applications are only possible for entry into existing year groups and places would normally only be offered where the year group is under capacity.

## 6 **Appeals**

6.1 The University of Birmingham School shall ensure that parents and relevant children<sup>4</sup> will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the University of Birmingham School.

6.2 The arrangements for appeals will comply with the School Admission Appeals Code.

6.3 The determination of the appeal panel is binding on all parties.

6.4 The University of Birmingham School shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process.

<sup>4</sup> Relevant children means: in the case of appeals for entry to a Sixth Form, the child and; in any other case, children who are above compulsory school age or will be above compulsory school age by the time they start to receive education at the school.