



UNIVERSITY OF  
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University of Birmingham School

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# Admissions Policy

MARCH 2023

## University of Birmingham School Admissions Policy

<b>Review Frequency</b>	Annually	<b>Review date</b>	March 2023
<b>Governing Committee Responsible</b>	Pastoral	<b>Next Due</b>	March 2024
<b>Governor Approval (date)</b>	1 March 2023	<b>Website</b>	Y
<b>Staff Responsible</b>	C Townsend		

<b>Contents</b>	<b>Page</b>
1. Introduction	2
2. Published Admissions Number, Procedures and Over-Subscription, Year 7	2
3. Published Admissions Number, Procedures and Over-Subscription, Year 12	4
4. Waiting List	5
5. In-Year Admissions	6
6. Deferred entry and Admission of children outside their normal year group	6
7. Fair Access Protocol	7
8. Appeals	7

At University of Birmingham School, we refer to **Pupils** (who are in Years 7-11 and aged 11-16) and **Students** (who are in Years 12/13 and aged 17-18)

## The University of Birmingham School Admissions Policy

### 1 Introduction

- 1.1 This document sets out the admission arrangements for University of Birmingham School ('the School').
- 1.2 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 March 2022), the School Admissions Appeals Code and admissions law as they apply to academies.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1001050/School\\_admissions\\_code\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf)

- 1.3 University of Birmingham School opened in 2015 with two year groups, Year 7 and Year 12.
- 1.4 With effect from September 2019 and academic years thereafter the School admits pupils and students into all year groups from Year 7 to Year 13 inclusive.

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

- 2.1 University of Birmingham School presently has an agreed Published Admissions Number (PAN) of 150 for admission into Year 7 – (and 174 for September 2024 exceptionally for one year).
- 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, 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 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 University of Birmingham School, the criteria will be applied in the order in which they are set out below:

- a) Children in Care, children who were previously in care, and children who have been in state care outside of England<sup>1</sup>.
- b) Siblings of pupils currently attending 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 the 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:

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

<sup>1</sup>Children in Care and children and previously in care are those who have been adopted, or have become subject to a child arrangement or special guardianship order, and children who have been in state care outside of England. A child in care 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 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. 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 University of Birmingham School will admit any pupils with either, an Education, Health and Care Plan or, a statement of Special Educational Needs naming University of Birmingham School and who meets the minimum academic entry requirements or if the School can meet need in such a way that the student will access study and flourish if admitted.
- 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 Children with an Education, Health and Care (EHC) Plan that names University of Birmingham School **MUST** be admitted, where the School can meet need and where admission is compatible with the efficient use of resources. This will reduce the number of places available to applicants. This is not an oversubscription criteria.
- Where multiple applicants are eligible for the same subject combination, priority will be given to applicants in the following order:
1. Children in Care or children who were previously in care as defined below<sup>1</sup>
  2. 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 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 usually 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 carers, and prospective students 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. Waiting lists will be refreshed each year from the start of the new school year in September.

<sup>1</sup> Children in care and children previously in care are those who have been adopted, or have become subject to a child arrangement or special guardianship order, and children who have been in state care outside of England. A child in care 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 The waiting list will be maintained by the School and following an unsuccessful application, the applicant will be placed on the waiting list for the applicable age related cohort.

## 5 **In-Year Admissions**

- 5.1 Prospective parents and carers of pupils should contact University of Birmingham School directly to make an in-year application via the School's application form and process.
- 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. **Deferred entry and Admission of children outside their normal year group**

- 6.1 Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented or has experienced problems such as ill health, that they had deferred entry agreed for when their child started Reception class or that they have been taught out of the normal year group during the primary phase of their education and have not been reintegrated back into their normal chronological year group.
- 6.2 Where a parent wishes to request admission out of the normal age group for their child, they should still make an application for their child's normal age group at the usual time. Parents must then submit a formal request to the Academy Trust for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.
- 6.3 The Academy Trust will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.
- 6.4 If the request is refused, the original application for the normal age group class will progress through the Local Authority coordinated admissions scheme, be considered by the Academy Trust and the parents will be advised of the outcome.
- 6.5 If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Academy Trust and the parents advised of the outcome.
- 6.6 If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Year 7 in September 2024, then the original application is withdrawn and the parents must submit a fresh application for Year 7 in 2024 when applications open in the autumn term of 2023. Please note that parents only have the right to re-apply for a place.

- 6.7 Where the Academy Trust agrees to consider an application for Year 7 for the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.
- 6.8 If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DfE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

## **7. Fair Access Protocol**

- 7.1 The Governing body of the School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Governing body is able to give priority to a child where admission is requested under any locally agreed protocol. The Governing body has this power, even when admitting the child would mean exceeding the published admission number subject.

## **8. Appeals**

- 8.1 University of Birmingham School shall ensure that parents and carers, 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 University of Birmingham School.
- 8.2 The arrangements for appeals will comply with the School Admission Appeals Code.
- 8.3 The determination of the appeal panel is binding on all parties.
- 8.4 University of Birmingham School shall prepare guidance for parents and carers, 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.