



**CHRIST CHURCH**  
Church of England Secondary Academy

# Admissions Arrangements

## Our mission statement

Through valuing every individual, as made in God's image, we will **learn, flourish, and celebrate truth.**

## Purpose of this policy

This document serves to outline our admission arrangements related to admission of pupils for September 2023 (academic year 2023-2024).

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## 1. Introduction

Christ Church CofE Secondary Academy (the school) situated in Yardley Wood, is an inclusive church school for students of all abilities and from all backgrounds with an open admissions procedure (see Admissions Procedure below). It operates as part of Birmingham Diocesan Multi-Academy Trust (BDMAT). The board of directors of BDMAT are the Trust's admissions body but the day-to-day administration of school admissions is delegated to our headteachers and local academy boards. The board of directors sets a standard policy for our schools to use (this policy) but the individual criteria for over subscriptions are established by the local academy board. Proposed changes to a school's over subscription criteria or amendments to this policy need approval from the BDMAT board of directors.

The school is committed to ensuring that it serves students from all communities within Yardley Wood regardless of background or faith.

## 2. Admission number(s)

The school has an admission number of 180 for entry in Year 7. Accordingly, Christ Church, Church of England Secondary Academy will admit this number of students if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Trust will offer places at the school to all those who have applied.

The school intends to open a sixth form at the school in 2023. Therefore, places will not be available in the school sixth form until 2023. Details of sixth-form numbers and the admissions process will be found on the school's website at <https://christchurchsecondary.org.uk/>

### **3. Application process**

Our admissions process is part of the Local Authority coordinated scheme. The local authority will process applications for the normal admissions round. Applications must be made through the City of Birmingham admissions process. There is no supplementary form.

Applicants must apply to their home Local Authority by the closing date.

You can find full details of the Birmingham admissions process here.

### **4. Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order. This includes those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Siblings of pupils attending the secondary phase of the school at the time of admission. The secondary phase of the school includes Years 7, 8, 9, 10 and 11. The secondary phase of the school does not include the Sixth Form (Years 12 and 13). 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half brother or sister, a stepbrother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.
3. Distance from home to school, where a child living closer to the school will be given priority for admission. Distance is measured using the local authority Geographic Information System known as GIS to identify and measure the distance in a straight line from the address point of an applicant's home to the main school gate on Daleview Road Christ Church CofE Secondary Academy.

### **5. Tie-break**

Random allocation by drawing of lots undertaken by a person of good standing with no association with the Trust or the school will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and Christ Church CofE Secondary Academy is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. In these cases the siblings will be considered jointly for the purpose of applying oversubscription criteria including the Tie Break but will be counted separately in terms of the PAN including where this may result in the PAN being exceeded.

### **6. Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The LAB will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. Where possible, we will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

## **7. Waiting lists**

Christ Church, Church of England Secondary Academy will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year.

Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. This list will be maintained by the Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. In order for your child's name to be placed on the waiting list, please contact the school through [admissions@christchurchsecondary.org.uk](mailto:admissions@christchurchsecondary.org.uk).

## **8. Admissions to the Sixth Form**

Christ Church, Church of England Secondary Academy operates a co-educational sixth form for a maximum of 350 students. The published admission number (PAN) for entry to Year 12 in 2023/24 is 50 external applicants.

Both internal and external applicants must meet the following minimum academic requirements for entry:

- Grade 4 or above in English and Maths, plus an additional 3 GCSEs at grade 9-4.
- Students must also have at least Grade 6 in the subjects they wish to study at A Level.

Both internal and external applicants must also meet any specified minimum entrance requirements for the courses for which they are applying.

If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum course requirements. The academic entry requirements and minimum course requirements will be published on the Academy's website.

When the Sixth Form is undersubscribed all applicants meeting the minimum entrance and course requirements will be admitted. When there are more external applicants who satisfy the entry requirements, and once places have been offered to students with statements of special educational need (SEN), or an education, health and care (EHC) plan naming Christ Church, Church of England Secondary Academy, places will be offered in the following order of priority:

- Looked after and previously looked after children. Looked after children are those who at the time of application are either in the care of a local authority or are being provided with accommodation by a local authority in the exercise of their social service function (as defined in Section 22(1) of the Children Act 1989). Previously looked after children are those who, immediately after being looked after, became subject to an adoption, child arrangement or special guardianship order. This includes those children who appear to the admission authority to have been in state care outside of England and who have then been adopted.
- Distance from home to school, where a child living closer to the school will be given priority for admission.

There will be a right of appeal to an independent appeals panel for unsuccessful applicants for sixth form places.

## **9. In-year admissions**

Applications made outside the normal admissions round (for in-year admissions) should be made directly to the local authority at the web address below:

[https://www.birmingham.gov.uk/info/20119/school\\_admissions/587/in-year\\_school\\_admissions](https://www.birmingham.gov.uk/info/20119/school_admissions/587/in-year_school_admissions)

The Local Authority will then notify parents of the decision.

## **10. Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Parents/carers who wish to appeal against an admissions decision should request an appeal form from the Trust, Birmingham Diocesan Multi-Academy Trust 2nd Floor, 1 Colmore Row, Birmingham, B3 2BJ and can be downloaded at the school's website at <https://christchurchsecondary.org.uk/>.

Information on the process and timetable for appeals is also available at the same location on the school's website.

## **11. Notes**

### **Home address**

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. In the event of a dispute between parents who each have parental responsibility, the matter may ultimately need to be resolved by the courts. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. Families homed in mobile accommodation e.g. boat, motorhome or caravan: in these cases distance will be measured from the authorised mooring point or authorised standing/parking place. If a family is itinerant, the address point used will be that for the position occupied on the closing date for the receipt of applications to Christ Church CofE Secondary Academy.

### **Parent**

For the purposes of education law, the Department for Education considers a 'parent' to include:

- all biological parents, whether they are married or not;
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative;
- any person who, although not a biological parent and not having parental responsibility, has care of a child or young person. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.