<table>
<thead>
<tr>
<th>Criteria</th>
<th>1. Looked after or previously looked after children.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Children a sister already at the academy who will still be in attendance in September 2018.</td>
</tr>
<tr>
<td></td>
<td>3. Children who live nearest the academy.</td>
</tr>
<tr>
<td></td>
<td>Within each of these categories, priority is given to those who live nearest the academy, calculated on the basis of a straight-line measurement between home and academy.</td>
</tr>
<tr>
<td>Children with a statement of special educational needs/EHC Plan</td>
<td>Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the academy that is named in the statement/plan. This gives such children overall priority for admission to the named academy. This is not an oversubscription criterion.</td>
</tr>
<tr>
<td>Looked after or previously looked after children</td>
<td>A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.</td>
</tr>
<tr>
<td>Sibling</td>
<td>Siblings (brothers or sisters) are considered to be those children who live at the same address and either:</td>
</tr>
<tr>
<td></td>
<td>i. have one or both natural parents in common;</td>
</tr>
<tr>
<td></td>
<td>or ii. are related by a parent’s marriage;</td>
</tr>
<tr>
<td></td>
<td>or iii. are adopted or fostered by a common parent.</td>
</tr>
<tr>
<td></td>
<td>Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.</td>
</tr>
<tr>
<td></td>
<td>Children not adopted or fostered or related by a parent’s marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.</td>
</tr>
<tr>
<td>Distance</td>
<td>Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and Church Lane. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address and the address of the academy.</td>
</tr>
</tbody>
</table>
| Shared Responsibility | Where parents have shared responsibility for a child, and the child
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Qualifier</td>
<td>In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place. In the event of this occurring with twins or other multiple birth applicants, academies will be asked to admit over their Published Admission Number to accommodate the pupils.</td>
</tr>
<tr>
<td>Waiting Lists</td>
<td>Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any applicants will be added to the academy's list in accordance with the order of priority for offering places. Waiting lists will be maintained until the end of each academic year.</td>
</tr>
<tr>
<td>Appeals</td>
<td>Appeals are administered by the Local Authority for this Academy. Parents who wish to appeal against the decision to refuse their child admission should contact the School Admissions and Pupil Placements Service on 0121 303 1888 to request an appeal form. Appeals will be heard by an independent panel.</td>
</tr>
<tr>
<td>In Year Applications</td>
<td>Applications made outside the normal admissions round (in-year admissions) should be made directly to the academy. Parents/carers can apply for a place for their child at any time and to any academy. On receipt of an in-year application, the academy will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of academy places in Birmingham.</td>
</tr>
<tr>
<td>Sixth Form Capacity</td>
<td>200</td>
</tr>
<tr>
<td>(both internal and</td>
<td></td>
</tr>
<tr>
<td>external applicants)</td>
<td></td>
</tr>
<tr>
<td>Admission Number for External</td>
<td>40</td>
</tr>
<tr>
<td>Applicants</td>
<td></td>
</tr>
<tr>
<td>Minimum Academic Entrance</td>
<td>Level 3: 5A*-C including English and Mathematics with specific entrance requirements for individual subjects. Level 2: 5A*-G including English and Mathematics at grade E in English and Mathematics</td>
</tr>
<tr>
<td>Requirements (ie GCSEs)</td>
<td></td>
</tr>
<tr>
<td>Oversubscription Criteria for</td>
<td>a) Looked after or previously looked after children. b) Where the child has a sister currently attending the Academy. The Local Authority's 'Sibling' definition has been adopted. c) Proximity of the child's home to academy with those living nearer</td>
</tr>
</tbody>
</table>
accorded the higher priority. The Local Authority’s ‘Distance’ definition has been adopted.

*No supplementary information form is used by Handsworth Wood Girl’s Academy*
**Determined Birmingham School Admission Criteria September 2018**

<table>
<thead>
<tr>
<th>School name</th>
<th>Harborne Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td>School address</td>
<td>Harborne Road, Edgbaston, Birmingham, B15 3JL</td>
</tr>
<tr>
<td>Executive Director and Head Teacher</td>
<td>Mr Chris Hilton</td>
</tr>
<tr>
<td>Admission Number</td>
<td>120</td>
</tr>
</tbody>
</table>

**Criteria**

1. Looked after or previously looked after children.
2. Children with a brother or a sister already at the school who will still be in attendance in September 2018
3. Children who live nearest the school.

Within each of these categories, priority is given to those who live nearest the school, calculated on the basis of a straight-line measurement between home and school.

**Children with a statement of special educational needs/EHC Plan**

Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the academy that is named in the statement/plan. This gives such children overall priority for admission to the named academy. This is not an oversubscription criterion.

**Sibling**

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- have one or both natural parents in common;
- are related by a parent’s marriage;
- are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

Children not adopted or fostered or related by a parent’s marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

**Distance**

Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and the front gates of the school. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the coordinates that are used to plot an applicant’s home address and the address of the school.

**Shared Responsibility**

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

**Final Qualifier**

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group...
live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child’s year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place.

In the event of this occurring with twins or other multiple birth applicants, schools will be asked to admit over their Published Admission Number to accommodate the pupils.

### Waiting Lists
Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child’s waiting list position during the year could go up or down. Any applicants will be added to the Academy’s list in accordance with the order of priority for offering places. Waiting lists will be maintained until the end of each academic year.

### Appeals
Appeals are administered by the Local Authority for this Academy. Parents who wish to appeal against the decision to refuse their child admission should contact the School Admissions and Pupil Placements Service on 0121 303 1888 to request an appeal form. Appeals will be heard by an independent panel.

### In Year Applications
Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school.

On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.

### Sixth Form Admissions
Every year a proportion of students from Year 11 enter the Sixth Form to continue their studies and students from other schools and colleges may be eligible to join them.

#### Sixth Form Capacity

<table>
<thead>
<tr>
<th>Month</th>
<th>Year 12</th>
<th>Year 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

#### Advice and Guidance
All students will receive advice and guidance to support them in making the correct post-16 choices.

#### Internal Applicants
Priority for places is given to students in Year 11 currently on roll who meet the entry requirements for Sixth Form courses.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria in the order listed, depending upon applicants achieving the relevant entry requirements for individual subjects.

#### External Applicants
The minimum admission number for external candidates is 1. Applications from internal candidates who meet the academic
requirements will be considered first.

For external applications the remaining places available on a particular course will be offered to those who have the better grades at GCSE or related subject specific requirements.

**Academic entry requirements:**
- AS courses (including Applied 'A' levels) – a minimum of 5 GCSEs at Grade C and above (to include Maths and English) and a Grade B in chosen subject [eg English A Level at least B in English at GCSE]
- BTEC courses – Level 2 – A minimum of 4 GCSE's at Grade D and above to include English & Maths or suitable qualification at Level 1
- BTEC courses – Level 3 - A minimum of 4 GCSE’s at Grade C and above to include English & Maths or suitable qualification at Level 2

**Over subscription criteria**
The oversubscription criteria of looked after children, siblings and distance will only be used if the number of external candidates exceeds the amount of places the school is able to admit.

1. **Looked after or previously looked after children**
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

2. **Siblings**
Children (siblings) with an older brother or sister already at the school who will still be in attendance at the time the sibling enters the school.

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

A. have one or both natural parents in common; or  
B. are related by a parent's marriage; or  
C. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings. Children not adopted or fostered or related by a parents' marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

3. **Children who live nearest the school.**
Thereafter, children will be admitted on the basis of distance between their home address and the school gate. Distance will be calculated according to a straight line measurement between the applicant's front door to their home and the school gate (as the crow flies).
In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

A student's home address is considered to be a residential property that is the child's only or main residence at the time places are allocated and is either:

A. Owned by the child's parent(s), or the person with parental responsibility for the child or...

B. Leased to or rented by the child's parent(s), or the person with parental responsibility under lease or written rental agreement of not less that twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the allocation.

If a student is allocated a place on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

**Appeals**
Where applicants are not satisfied with the school's decision, arrangements exist for appeals to be heard by an Appeals Panel, which is independent of Harborne Academy.

Appeals in respect of Admission to Harborne Academy Sixth Form should be sent to the Consultant Clerk to the Governing Body at the school's address, in accordance with prescribed procedures.

Unsuccessful applicants will be informed of their right to appeal and asked if they wish to go on to Harborne Academy's waiting list, which will be held for at least one term in the academic year of admission.

**Waiting List**
Children named on the waiting list will be ranked in the same order as Harborne Academy's published oversubscription criteria.

Should places become available at Harborne Academy, an offer to students from the waiting list will be made.

Inclusion on Harborne Academy's waiting list does not mean that a
place will eventually become available. It may be that those already allocated places do not give them up and that Harborne Academy is unable to make further offers in the future.

*No supplementary information form is used by Harborne Academy*
**Determined Birmingham School Admission Criteria September 2018**

<table>
<thead>
<tr>
<th>School name</th>
<th>Heartlands Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td>School address</td>
<td>Great Francis Street, Nechells, Birmingham, B7 4QR</td>
</tr>
<tr>
<td>Headteacher</td>
<td>Mrs Glynis Jones</td>
</tr>
<tr>
<td>Admission Number</td>
<td>150</td>
</tr>
</tbody>
</table>

Any child with a statement of SEN/ Education Health and Care Plan is required to be admitted to the school that is named in the statement. This gives any such child overall priority for admission to the named school. This is not an oversubscription criterion.

Where there are more applications than there are places available, places will be allocated based on the following order of priority:

### Procedures where Heartlands Academy is oversubscribed

1. Looked after or previously looked after children.

   A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

2. Children (siblings) with a brother or sister already at the school and who will still be in attendance at the time the sibling enters the school. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

   i. have one or both natural parents in common;
   
   or
   
   ii. are related by a parent's marriage;
   
   or
   
   iii. are adopted or fostered by a common parent.

   Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

   Children not adopted or fostered or related by a parent’s marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings. Separate boys’ and girls’ schools are not considered to be linked for the purposes of sibling claims.

3. Children who attend Nechells Primary E-ACT Academy.

4. Children who live nearest the school

   Within each of these categories, priority is given to those who live nearest to the school.

   For these purposes, distances are calculated on the basis of a
straight-line measurement between the applicant's home address and the front gates of the school. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address and the address of the school.

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place.

In the event of this occurring with twins or other multiple birth applicants, schools will be asked to admit over their Published Admission Number to accommodate the pupils.

**Home addresses**

A pupil’s home address is considered to be a residential property that is the child’s only or main residence and is either;

- Owned by the child's parent(s), or the person with parental responsibility for the child;
- Leased to or rented by the child's parent(s), or the person with parental responsibility under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be Proposed as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the secondary transfer process.

If a school place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

The final closing date for change of address is 31 October 2016

**Change of Preference**

Once parent/carers have submitted their preferences they will not be allowed to change them without an exceptional change in circumstances, for example, if the family has recently moved address or a sibling has changed schools.

All requests to change preferences should be made in writing to the Admissions and Appeals Manager, Birmingham Local Authority.

Any parent/carer who submits an application for a change of preference for an oversubscribed school, without an exceptional change in their circumstances, will have that application refused.
Any request for a change of preference for a school that is undersubscribed will be accepted and a place offered in accordance with the admission criteria for that school.

| Late Applications | Birmingham Local Authority will only consider applications received after the final closing date in exceptional circumstances. The Local Authority will use its discretion when considering the individual circumstances. For example where:

- There were exceptional reasons which prevented the parent/carer from applying by the closing date; or
- A child and the person with parental responsibility has moved home.

Any applications received after the final closing date, without exceptional reason, will only be considered for places after other applications received on time. Such applicants may be less likely to be offered a place at one of their preferred schools.

Once Birmingham Local Authority has exchanged provisional offers with other admitting authorities (in December 2016) it will not be able to consider any late applications for an oversubscribed school until after the offer of places (1 March 2017).

In the event that a late application is made for a place at an undersubscribed school, a place will be offered.

| Waiting lists and Appeals | Parents whose children have not been offered their preferred school will be informed of their right of appeal.

Appeals are administered by the Local Authority for this Academy. Parents who wish to appeal against the decision to refuse their child admission should contact the School Admissions and Pupil Placements Service on 0121 303 1888 to request an appeal form.

Appeals will be heard by an independent panel.

Children will also be added to the school’s waiting list in accordance to the oversubscription criteria. The waiting list will be kept until 1st January 2017.

| In Year Applications | Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school.

On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.

| Sixth Form (Post 16 admission criteria) | Heartlands Academy has capacity for 200 students in the sixth form. It will provide places for at least 100 internal and external students in Year 12. The minimum number for external applicants to be admitted is 5. The Academy will not admit any more external applicants unless it is undersubscribed by students progressing from its own Year 11, and in such circumstances it will apply the same academic entry requirements as it does to student's already on roll in the Academy and, if a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria below;
1. Looked after or previously looked after children
2. Those who live closest to the school (according to the straight-line distance between home and school).

The Academy will publish annually specific criteria in relation to minimum academic entrance requirements for admission to the post-16 provision. Both internal and external students wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form. The minimum academic entry requirements for September 2017 admissions are 5 GCSE's at Grade C and above usually to include Maths and English.

In addition to the sixth form’s minimum academic entry requirements, students will need to satisfy minimum entrance requirements for the courses for which they are applying. Specific courses require a B or above at GCSE e.g. French AS a B in French GCSE needed. These academic entry requirements will be published in the Academy’s prospectus. 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 academic requirements.

*No supplementary information form is used by Heartlands Academy*
<table>
<thead>
<tr>
<th>Determined Birmingham School Admission Criteria September 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School name</strong>: Hillcrest Academy</td>
</tr>
<tr>
<td><strong>School address</strong>: Stonehouse Lane, Bartley Green, Birmingham, B32 2AE</td>
</tr>
<tr>
<td><strong>Headteacher</strong>: Ms J Davies</td>
</tr>
<tr>
<td><strong>Tel no</strong>: 0121 464 3172</td>
</tr>
<tr>
<td><strong>Admission Number</strong>: 120</td>
</tr>
</tbody>
</table>

Hillcrest School is an 11 to 18 girls' school, with a mixed sixth form. Hillcrest converted to Academy Status in September 2011.

### Criteria

1. Looked after or previously looked after children.

2. Brothers or sisters (as defined by the Local Authority) of children at the school in the year of admission.

3. Distance

### Children with a statement of special educational needs/EHC Plan

Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the academy that is named in the statement/plan. This gives such children overall priority for admission to the named academy. This is not an oversubscription criterion.

### Looked after or previously looked after children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

### Sibling Definition

Children (siblings) with a brother or sister already at the school who will be in attendance at the time the sibling enters the school.

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

1. have one or both natural parents in common; or
2. are related by a parent's marriage; or
3. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.
**Distance – Home to school measurements**
Distances are calculated on the basis of a straight line measurement between the applicant’s home address and the centre point of the school. Birmingham Local Authority uses a computerised system called Cartology, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address within this system.

**Shared Responsibility**
Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, the child’s main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

**Separating “final qualifier” applications (twins, blocks of flats etc)**
In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.
In the event of twins or multiple birth applicants being offered different schools due to class size legislation, the sibling will be given priority over other applicants on the preferred school’s waiting list.

**Waiting list**
Following the offer of places, a waiting list will be kept in strict oversubscription criteria order until at least the end of the first academic term. Each added child will require the list to be ranked again in line with the oversubscription criteria.

**Appeals**
Appeals are administered by the Local Authority for this Academy. Parents who wish to appeal against the decision to refuse their child admission should contact the School Admissions and Pupil Placements Service on 0121 303 1888 to request an appeal form. Appeals will be heard by an independent panel.

**In Year Applications**
Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school.

On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.

| Sixth Form | Students apply for places directly to the school or via The Oaks |
| Admission Arrangements and criteria | Sixth Form Collegiate. Hillcrest admits a maximum of 30 external candidates into Year 12. Entry requirements for each course are available in the Oaks Collegiate prospectus in terms of the required end of Key Stage 4 examination grades for each course. In the event of over subscription the following priority criteria are applied:  
1. Looked after or previously looked after children.  
2. Brothers or sisters (as defined by the Local Authority) of children at the school in the year of admission.  
3. Distance. |

*No supplementary information form is used by Hillcrest Academy*
Holy Trinity Catholic School, Birmingham Admissions
Arrangements 2018/19

The admissions process is part of the Birmingham Local Authority co-ordinated admissions scheme.

The Admissions Policy of the Governors of Holy Trinity Catholic School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year 2018/19 is 126

If the number of applications exceeds the admission number, the Governing Body will give priority to applications in accordance with the criteria listed below, provided that the Governing Body is made aware of that application before decisions on admissions are made (see Note 1 below).

In all categories the Governing Body will give priority to those who have a brother or sister (see Note 3 below) attending Holy Trinity Catholic School at the time of admission and then to those children living closest to the school determined by shortest distance (see Note 5).

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (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 residence order, a child arrangements order or a special guardianship order.

2. Baptised Catholic children who currently attend a designated Catholic feeder school (see Note 4 below)

3. Baptised Catholic children who currently live in the parish area of a designated Catholic feeder school who are not currently attending the designated Catholic feeder school (see Note 4 below)

4. Other Baptised Catholic children

5. Non-Catholic children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (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 residence order, a child arrangements order or a special guardianship order.

6. Non-Catholic children who currently attend a designated Catholic feeder school

7. Other Non-Catholic children

Note 1
Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2
In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest.

Individuals with parental responsibility making an application for a Catholic child should also complete a supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion the child’s name is placed in.

Note 3
For Catholic and non-Catholic children the definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children

The children must be living permanently in the same household.
Note 4
The designated feeder schools for Holy Trinity Catholic School are Holy Family, Small Heath, Our Lady of the Rosary, St. Therese of Lisieux, Saltley, St. Vincent de Paul, Ashford and Vauxhall.

The parish areas for the feeder schools are as follows: Holy Family, Small Heath, Our Lady of the Rosary, St. Therese of Lisieux Saltley, St. Vincent de Paul, Ashford & Vauxhall. Parish maps are available in the parishes and at the schools or by post on request.

Note 5
Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and the front gate on Oakley Road. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant’s home address within this system.

In a very small number of cases, it may not be able to decide between the applications of those pupils who are qualifiers for the final place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Admission Number to be exceeded, the local authority, on behalf of the Governing Body, will use a computerised system to randomly select the child to be offered the final place. Where appropriate, the Governing Body will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child’s only or main residence for the majority of the school week. Documentary evidence may be required. 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 and proof may be requested.

APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP
If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body will consider requests submitted and advise the parents of the outcome of that request before the 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.

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:

APPEALS
Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel.

REPEAT APPLICATIONS
Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Governing Body has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

LATE APPLICATIONS
Late applications will be dealt with in accordance with the Local Authority’s co-ordinated admissions scheme.

CHANGE OF PREFERENCE
Once parent/carers have submitted their preferences, they will not be allowed to change them without an exceptional change in circumstances, for example, if the family has recently moved address or an older sibling has changed schools.

All requests to change preferences should be made in writing to the home Local Authority.
Where a change of preference is submitted for an oversubscribed school, without an exceptional change in their circumstances, then the application will be refused.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO Y7 (In-year applications)

An application should be made directly to the Governing Body at the school.

WAITING LISTS

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred schools waiting list.

The Local Authority will send voluntary aided and foundation schools their waiting lists following the offer of school places.

Waiting lists for admission will remain open until the 31 December 2018 and will then be discarded. Parents may apply for their child’s name to be reinstated until the end of the academic year when the list will be discarded.

Waiting lists will not be fixed following the offer of places. They will be held in accordance with the order of priority for allocating places and are therefore subject to change. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child’s position on the waiting list could go up or down. Any late applicants accepted will be added to the school’s list in accordance with the school’s published admissions criteria.

Inclusion on a school’s waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

IN YEAR FAIR ACCESS PROTOCOL

The Governing Body have is required to participate in the Local Authority’s Fair Access Protocol for the admission of previously excluded or hard to place children.

There is no charge or cost related to the admission of a child to this school.
APPENDIX

DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. *Catechism of the Catholic Church*, 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.).
**DIOCESAN EDUCATION SERVICE**

**Supplementary Information Form**

School Name: ___________Holy Trinity Catholic School___________

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

<table>
<thead>
<tr>
<th>Child’s Surname</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child’s First Name(s)</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Contact Number</td>
<td></td>
</tr>
</tbody>
</table>

Please tick the appropriate box:

<table>
<thead>
<tr>
<th>Is the above named child a Baptised Catholic or been Received into the Catholic Church?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Is the certificate of Catholic Baptism/Reception attached?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

A certificate of Catholic Baptism/Reception should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child’s name is placed in.

*Please note that you must also complete a Local Authority Common Application Form. This supplementary information form is only for school use to enable the governing body to rank applicants using the published admission criteria.*
Determined Birmingham School Admission Criteria September 2018

<table>
<thead>
<tr>
<th>School name</th>
<th>Holyhead School</th>
</tr>
</thead>
<tbody>
<tr>
<td>School address</td>
<td>Milestone Lane, Handsworth, Birmingham, B21 0HN</td>
</tr>
<tr>
<td>Headteacher</td>
<td>Mr Martin Bayliss Tel no: 0121 523 1960</td>
</tr>
<tr>
<td>Admission Number</td>
<td>210</td>
</tr>
</tbody>
</table>

Admissions policy statement

Admission of Students

Holyhead has Academy status and is an 11-19 co-educational comprehensive School with 1050 students on roll in Key Stages 3 & 4. (See Sixth Form student capacity separately within ‘Sixth Form Admission Criteria’)

Policy and Numbers

Students will be admitted at age 11 without reference to ability or aptitude. The number of intended admissions for the year in 2017 will be 210.

Children with Education Health Care Plans

Any child with an EHC Plan is required to be admitted to the school that is named in the EHC Plan. This gives any such child overall priority for admission to Holyhead if it is the named school.

Over Subscription

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

Criteria

1. Looked after Children (in public care)

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

2. Siblings

Children (siblings) with an older brother or sister already at the school who will still be in attendance at the time the sibling enters the school.

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

1. have one or both natural parents in common; or
2. are related by a parent’s marriage; or
3. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

Children not adopted or fostered or related by a parent’s marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

3. Children of staff at the school where

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 shortage

4. Children who live nearest the school.

Thereafter, children will be admitted on the basis of distance between their home address and the school gate on Milestone Lane. Distance will be calculated according to a straight line measurement between the applicant’s front door to their home and the school gate on Milestone Lane (as the crow flies).

Separating “final qualifier” applications (twins, blocks of flats, etc)

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

Home Addresses

A student’s home address is considered to be a residential property that is the child’s only or main residence at the time places are allocated and is either,

1. Owned by the child’s parent(s), or the person with parental responsibility for the child or

2. Leased to or rented by the child’s parent(s), or the person with parental responsibility under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be
determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the allocation.

If a student is allocated a place on the basis of an address that is subsequently found to be different from a child’s normal and permanent home address, then that place is liable to be withdrawn.

<table>
<thead>
<tr>
<th>'In-Year' Applications</th>
<th>Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeals</td>
<td>Where parents are not satisfied with the school allocated by the Local Authority for Year 7 entry, or refused admission 'In-Year', arrangements exist for appeals to be heard by an Appeals Panel, which is independent of Holyhead School. Appeals in respect of Admission to Holyhead School should be sent to the Clerk to the Governing Body at the school’s address, in accordance with prescribed procedures.</td>
</tr>
<tr>
<td>Waiting Lists</td>
<td>If Holyhead was a parent’s preferred choice of school and they have not been allocated a place, they will be informed of their right to appeal and asked if they wish to go on to Holyhead’s waiting list, which will be held for at least one term in the academic year of admission. Children named on the waiting list will be ranked in the same order as Holyhead’s published oversubscription criteria. Should places become available at Holyhead, an offer to students from the waiting list will be made.</td>
</tr>
</tbody>
</table>
| Admissions Criteria for Holyhead Sixth Form | Every year a proportion of students from Year 11 enter the Sixth Form to continue their studies and students from other schools and colleges may be eligible to join them. **Sixth Form Capacity**
September 2017 – Year 12 130  
Year 13 130  **Internal applicants**
Priority for places is given to students in Year 11 currently on roll who meet the entry requirements for Sixth Form courses.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria in the order listed, depending upon applicants achieving the relevant entry requirements for individual subjects.
**External applicants**
Applications from internal candidates who meet the academic requirements will be considered first.

For external applications the remaining places available on a particular course will be offered to those who have the better grades at GCSE or subject specific requirements.

**Advice and guidance**
All students will receive advice and guidance to support them in making the correct post-16 choices.

**Academic entry requirements:**
- AS courses (including Applied 'A' Levels) – a minimum of 5 GCSEs Grade A*-C (to include English and Maths at a minimum of a 'C') and a Grade B in chosen subject if it has been studied at GCSE with the exception of mathematics which is a Grade A (e.g. English 'A' Level at least a B in English GCSE)
- BTEC courses – A minimum of 5 GCSEs including Maths and English with a minimum of Grade C
- a Grade D is required for Level 2 courses including English and Maths results
- at least 3 Grade Ds are required to move into Year 13 (or a Merit for BTEC qualifications)

**Over subscription criteria**
The oversubscription criteria of looked after children, siblings and distance will only be used if the number of external candidates exceeds the amount of places the school is able to admit.

1. **Looked after Children (in public care)**
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

2. **Siblings**
Children (siblings) with an older brother or sister already at the school who will still be in attendance at the time the sibling enters the school.

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

A. have one or both natural parents in common; or
B. are related by a parent's marriage; or
C. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings. Children not adopted or fostered or related by a parents' marriage or with one natural parent in
common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

3. **Children of staff at the school where**

   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 shortage

4. **Children who live nearest the school.**

Thereafter, children will be admitted on the basis of distance between their home address and the school gate on Milestone Lane. Distance will be calculated according to a straight line measurement between the applicant's front door to their home and the school gate on Milestone Lane (as the crow flies).

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

A student's home address is considered to be a residential property that is the child's only or main residence at the time places are allocated and is either;

A Owned by the child's parent(s), or the person with parental responsibility for the child or ...

B Leased to or rented by the child's parent(s), or the person with parental responsibility under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the allocation.

If a student is allocated a place on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

**Appeals**

Where applicants are not satisfied with the school's decision, arrangements
exist for appeals to be heard by an Appeals Panel, which is independent of Holyhead School.

Appeals in respect of Admission to Holyhead Sixth Form should be sent to the Consultant Clerk to the Governing Body at the school’s address, in accordance with prescribed procedures.

Unsuccessful applicants will be informed of their right to appeal and asked if they wish to go on to Holyhead’s waiting list, which will be held for at least one term in the academic year of admission.

Waiting List
Children named on the waiting list will be ranked in the same order as Holyhead’s published oversubscription criteria. Should places become available at Holyhead, an offer to students from the waiting list will be made. Inclusion on Holyhead’s waiting list does not mean that a place will eventually become available. It may be that those already allocated places do not give them up and that Holyhead is unable to make further offers in the future.

In Year Admissions
Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school.

On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.

*No supplementary information form is used by this Holyhead School.
Birmingham School Admission Criteria September 2018

<table>
<thead>
<tr>
<th>School name</th>
<th>King Edward VI Aston School</th>
</tr>
</thead>
<tbody>
<tr>
<td>School address</td>
<td>Frederick Road, Aston, Birmingham B6 6DJ</td>
</tr>
<tr>
<td>Headteacher</td>
<td>Mr Colin Parker</td>
</tr>
<tr>
<td>Tel no:</td>
<td>0121 327 1130</td>
</tr>
<tr>
<td>Admission Number</td>
<td>120</td>
</tr>
</tbody>
</table>

Admissions policy statement

King Edward VI Aston School ("the school") is an Academy for boys aged 11-18 years and is designated as a selective grammar school under S104 of the School Standards and Framework Act, 1998.

Admission to the school is on the basis of selection by reference to ability. Only boys who attain the required standard in the prescribed arrangements for selection are eligible to be considered for admission to the school. These arrangements require that prospective pupils are considered for admission on the basis of a combined score, standardised according to the age of the pupil, on standardised tests of verbal, numerical and non-verbal reasoning ability.

All boys (including looked after children) born between 1 September 2006 and 31 August 2007 will have attained the age of 11 years by 1 September 2018 and are eligible to apply for admission in September 2018. Children who will not have reached the age of 11 years by 1 September 2018, but who are in the same year group at primary school as those who will have done so, may be considered for admission to the school in September 2018.

The School gives priority to Looked After Children / Previously Looked After Children and those attracting the Pupil Premium.

Criteria

In order to be eligible for admission to the school, candidates must achieve a minimum standardised score in the selection test ("the qualifying score"). Where the number of applications for admission exceeds the number of places available at the school, places are offered to children as follows:

1. Looked After Children / Previously Looked After Children who achieve the qualifying score by rank order of standardised score;

2. Children attracting the Pupil Premium who achieve the qualifying score by rank order of standardised score. Limited to 25% of available places;

3. Other children who achieve the qualifying score by rank order of standardised score;

Where children are equal on standardised score, places will be offered to those who live nearest to the school (according to the straight-line distance between home and the front gates of the school.)

A Looked After Child is a child who is in the care of a local authority or is being provided with accommodation by a local authority as set out in s22(1) of the Children Act 1989. A Previously Looked After
Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Children attracting Pupil Premium are those who have been registered for free school meals at any point in the 6 years prior to the closing date for test registration (30 June 2017). The school will require evidence of Pupil Premium registration and reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.

Parents/carers of children attracting Pupil Premium must have ticked the Pupil Premium box when registering their child for the test. Any alterations to this box cannot be made after the end of September 2017.

Parents will need to provide evidence of Pupil Premium registration to the Foundation Office no later than the end of November 2017. Any evidence received after this date will be considered as late and will be considered after the main round of allocations has been made.

Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and a point decided by the school (the front gates). The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address within this system.

Local Authorities (LAs) will then consider all offers in conjunction with the ranking of schools on the LA preference form. Where a child meets the criteria for two or more schools, a place will be allocated at the school listed highest on the preference form.

**Shared Responsibility**

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

**Separating “final qualifier” Applications (twins, blocks of flats etc)**

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.
<table>
<thead>
<tr>
<th>Procedural Arrangements for Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>The admission arrangements for the School are co-ordinated by the Admissions Officer who is based at the Schools of King Edward Foundation Office.</td>
</tr>
</tbody>
</table>

Leaflets explaining the arrangements for admission in September 2018 for children aged 11 years will be available at the Foundation Office from May 2017 onwards. Around this time, Head teachers of junior schools in Birmingham and neighbouring areas will be sent copies of the leaflet and advertisements will be placed in the local press.

The admissions leaflet will contain details of relevant Open Sessions at each of the King Edward VI Grammar Schools. Prospective pupils and their parents are encouraged to attend an Open Session at each of the schools in which they may be interested.

The school expects to attract pupils from Birmingham and its surrounding areas.

Completed test registration forms must be submitted electronically via the relevant website or to the address given on the test registration form by 30 June 2017. All registration forms received will be acknowledged. Children will be issued with a candidate number and allocated to a test centre (which may be any one of the five Grammar Schools or another venue used as an overflow centre).

Parents will also have to complete their home Local Authority (LA) application form ranking their choice of schools in order of preference. This list may contain Grammar Schools and other schools. Only the LA will know the rankings and forms must be returned to the LA by 31 October 2017.

In accordance with the Equality Act 2010, King Edward VI Grammar Schools will consider requests for adjustments to the entrance test from parents/carers of a disabled pupil who wishes to attend the school. Parents must approach the Foundation Office with information on the child's disability and will be provided with a form to complete. This must be returned to the Foundation Office, accompanied by a supporting letter from the child's current school and any detailed medical evidence, by the third Wednesday in June. A specialist panel will consider the information submitted to decide whether reasonable adjustments should be made for the candidate. Where the school has been named on a child's Education, Health & Care Plan (EHC) the child will be admitted. The naming of the school is undertaken after a statutory consultation with the school so as to consider whether the school is suitable for the child's age, ability, aptitude or special educational needs. The school would require and expects to see cogent evidence that the child's ability is of the requisite academic standard as part of that process. Usually this will be evidenced by the child having achieved the qualifying score in the admission test. This is not an oversubscription criterion but the Admission Number will reduce accordingly for all other applicants.

The entrance test will take place in early September 2017.

The deadline for registering for the test is 30 June 2017 and published in admissions literature. Local candidates who are not registered by the deadline may only be tested in exceptional circumstances and considered after the main round of allocations has been made.

Children who move into the area between the test registration deadline and the test date will be tested and considered in the main
round of admissions. Applications received after this date will be considered after initial allocations have been made.

Places at the Grammar School will be awarded in accordance with the admissions policy outlined above. Parents will be notified in writing on 1 March 2018 which school their child has been allocated to, based on the application and ranking order they have submitted to their LA.

Parents have a statutory right of appeal if they are not satisfied with the place allocated. Parents can appeal for only the preferred schools that have been indicated on the LA preference form. Appeals must be lodged by a date in March, which will be specified. Appeal hearings are normally held in May and June.

<table>
<thead>
<tr>
<th>Policy and Procedural Arrangements for In-Year Admissions and Waiting Lists (Years 7-11)</th>
<th>Year 7 (first term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a vacancy arises during the first term of Year 7, the LA waiting list in existence from 1 March of that year will be used and the place offered to the highest scoring candidate. This is a list of those who sat the test for admission in September 2018 and who did not receive an offer from this school or a more preferred school.</td>
<td>Year 7 (first term)</td>
</tr>
<tr>
<td>Mid Year 7 – 11</td>
<td></td>
</tr>
<tr>
<td>At any point from January after the pupil starts Year 7, parents may apply for a place and places will be offered to pupils strictly in accordance with the published admissions criteria. Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred school's waiting list. Parents will be advised that inclusion on the School's waiting list does not mean a place will eventually become available. In-year vacancies normally only become available if a current pupil is leaving the school.</td>
<td>Mid Year 7 – 11</td>
</tr>
<tr>
<td>If a vacancy arises, candidates on the waiting list will be invited to take a test and the place will be awarded to the highest scoring candidate above a minimum standard.</td>
<td>If a vacancy arises, candidates on the waiting list will be invited to take a test and the place will be awarded to the highest scoring candidate above a minimum standard.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Policy and Procedural Arrangements for Sixth Form Admissions.</th>
<th>A limited number of external admissions is anticipated each year into Year 12. For entry into Year 12 in September 2018 this number is expected to be 20. Parents of external candidates wishing to enrol a pupil into the Sixth Form should contact the school. It is not necessary for parents of existing pupils to apply formally for places in Year 12. Admission is based upon an assessment of the pupil's potential to benefit from the curriculum and facilities offered by the school. This assessment is based primarily upon the pupil's educational record, including actual or anticipated examination results, with particular reference to achievement in the intended and related areas of study and may include a school visit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To achieve entry into the sixth form in September 2018 prospective entrants, both existing pupils and external candidates, must achieve seven GCSE passes at grades 9-5, including three passes at grades 7-9 and at least grade 6 passes in English Language and Mathematics.</td>
<td>To achieve entry into the sixth form in September 2018 prospective entrants, both existing pupils and external candidates, must achieve seven GCSE passes at grades 9-5, including three passes at grades 7-9 and at least grade 6 passes in English Language and Mathematics.</td>
</tr>
<tr>
<td>Students should ideally have a GCSE pass at grade 7 or higher in the subjects that they wish to study at A-Level although they will be allowed to start one A-Level course on the basis of having achieved a grade 6 in the subject at GCSE or in the</td>
<td>Students should ideally have a GCSE pass at grade 7 or higher in the subjects that they wish to study at A-Level although they will be allowed to start one A-Level course on the basis of having achieved a grade 6 in the subject at GCSE or in the</td>
</tr>
</tbody>
</table>
appropriate qualifying subject(s) for those A-Level courses in which a GCSE qualification is unavailable.

Offers of places in the Sixth Form will be conditional on achievement of these results and capacity on chosen courses. In the event of oversubscription preference will be given to: "looked after or previously looked after children" and then those who live nearest to the school (according to the straight-line distance between home and school).
### Birmingham School Admission Criteria for Admissions September 2018

<table>
<thead>
<tr>
<th>School name</th>
<th>King Edward VI Camp Hill School for Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>School address</td>
<td>Vicarage Road, Kings Heath, Birmingham, B14 7QJ</td>
</tr>
<tr>
<td>Headteacher</td>
<td>Mr Martin Garrod Tel no: 0121 444 3188</td>
</tr>
<tr>
<td>Admission Number:</td>
<td>120</td>
</tr>
</tbody>
</table>

**Admissions policy statement**

King Edward VI Camp Hill School for Boys ("the school") is an Academy for boys aged 11-18 years and is designated as a selective grammar school under S104 of the School Standards and Framework Act, 1998.

Admission to the school is on the basis of selection by reference to ability. Only boys who attain the required standard in the prescribed arrangements for selection are eligible to be considered for admission to the school. These arrangements require that prospective pupils are considered for admission on the basis of a combined score, standardised according to the age of the pupil, on standardised tests of verbal, numerical and non-verbal reasoning ability.

All boys (including looked after children) born between 1 September 2006 and 31 August 2007 will have attained the age of 11 years by 1 September 2018 and are eligible to apply for admission in September 2018. Children who will not have reached the age of 11 years by 1 September 2018, but who are in the same year group at primary school as those who will have done so, may be considered for admission to the school in September 2018.

The School gives priority to Looked After Children / Previously Looked After Children and those attracting the Pupil Premium.

**Criteria**

In order to be eligible for admission to the school, candidates must achieve a minimum standardised score in the selection test ("the qualifying score"). Where the number of applications for admission exceeds the number of places available at the school, places are offered to children as follows:

1. Looked After Children / Previously Looked After Children who achieve the qualifying score by rank order of standardised score;

2. Children attracting the Pupil Premium who achieve the qualifying score by rank order of standardised score but limited to no more than 24 in this category;

3. Other children who achieve the qualifying score by rank order of standardised score;

Where children are equal on standardised score, places will be offered to those who live nearest to the school (according to the straight-line distance between home and the front gates of the school.)

A Looked After Child is a child who is in the care of a local authority or is being provided with accommodation by a local authority as set out in s22(1) of the Children Act 1989. A Previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Children attracting Pupil Premium are those who have been registered for
free school meals at any point in the 6 years prior to the closing date for test registration (30 June 2017). The school will require evidence of Pupil Premium registration and reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.

Parents/carers of children attracting Pupil Premium must have ticked the Pupil Premium box when registering their child for the test. Any alterations to this box cannot be made after the end of September 2017.

Parents will need to provide evidence of Pupil Premium registration to the Foundation Office no later than the end of November 2017. Any evidence received after this date will be considered as late and will be considered after the main round of allocations has been made.

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the school (the front gates). The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the coordinates that are used to plot an applicant's home address within this system.

Local Authorities (LAs) will then consider all offers in conjunction with the ranking of schools on the LA preference form. Where a child meets the criteria for two or more schools, a place will be allocated at the school listed highest on the preference form.

**Shared Responsibility**

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

**Separating “final qualifier” Applications**

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

**Procedural Arrangements for Admission**

The admission arrangements for the School are co-ordinated by the Admissions Officer who is based at the Schools of King Edward VI Foundation Office.

Leaflets explaining the arrangements for admission in September 2018 for children aged 11 years will be available at the Foundation Office from May 2017 onwards. Around this time, Headteachers of junior schools in Birmingham and neighbouring areas will be sent copies of the leaflet and advertisements will be placed in the local press.

The admissions leaflet will contain details of relevant Open Sessions at each of the King Edward VI Grammar Schools. Prospective pupils and their parents are encouraged to attend an Open Session at each of the schools in which they may be interested.

The school expects to attract pupils from Birmingham and its surrounding areas.
Completed test registration forms must be submitted electronically via the relevant website or to the address given on the test registration form by 30 June 2017. All registration forms received will be acknowledged. Children will be issued with a candidate number and allocated to a test centre (which may be any one of the five Grammar Schools or another venue used as an overflow centre).

Parents will also have to complete their home Local Authority (LA) application form ranking their choice of schools in order of preference. This list may contain Grammar Schools and other schools. Only the LA will know the rankings and forms must be returned to the LA by the relevant date as notified by the LA.

In accordance with the Equality Act 2010, King Edward VI Grammar Schools will consider requests for adjustments to the entrance test from parents/carers of a disabled pupil who wishes to attend the school. Parents must approach the Foundation Office with information on the child’s disability and will be provided with a form to complete. This must be returned to the Foundation Office, accompanied by a supporting letter from the child’s current school and any detailed medical evidence, by the third Wednesday in June. A specialist panel will consider the information submitted to decide whether reasonable adjustments should be made for the candidate. Where the school has been named on a child’s Education, Health & Care Plan (EHC) the child will be admitted. The naming of the school is undertaken after a statutory consultation with the school so as to consider whether the school is suitable for the child’s age, ability, aptitude or special educational needs. The school would require and expects to see cogent evidence that the child’s ability is of the requisite academic standard as part of that process. Usually this will be evidenced by the child having achieved the qualifying score in the admission test. This is not an oversubscription criterion but the Admission Number will reduce accordingly for all other applicants.

The entrance test will take place in early September 2017.

The deadline for registering for the test is 30 June 2017 and published in admissions literature. Local candidates who are not registered by the deadline may only be tested in exceptional circumstances and considered after the main round of allocations has been made.

Children who move into the area between the test registration deadline and the test date will be tested and considered in the main round of admissions. Applications received after this date will be considered after initial allocations have been made.

Places at the Grammar School will be awarded in accordance with the admissions policy outlined above. Parents will be notified in writing on 1 March 2018 which school their child has been allocated to, based on the application and ranking order they have submitted to their LA.

Parents have a statutory right of appeal if they are not satisfied with the place allocated. Parents can appeal for only the preferred schools that have been indicated on the LA preference form. Appeals must be lodged by a date in March, which will be specified. Appeal hearings are normally held in May and June.

<table>
<thead>
<tr>
<th>Policy and Procedural Arrangements for In-Year Admissions and Waiting Lists</th>
<th>Year 7 (first term)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If a vacancy arises during the first term of Year 7, the LA waiting list in existence from 1 March of that year will be used and the place offered to the highest scoring candidate. This is a list of those who sat the test for admission in September 2018 and who did not receive an offer from this</strong></td>
<td></td>
</tr>
<tr>
<td>Policy and Procedural Arrangements for Sixth Form Admissions.</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>

A limited number of external admissions is anticipated each year into Year 12. For entry in September 2018, this number is expected to be at least 20. External candidates wishing to enrol should contact the school. It is not necessary for existing pupils to apply formally for places in Year 12. Admission depends upon an assessment of the candidate’s potential to benefit from the curriculum and facilities offered by the school. This assessment is based primarily upon his educational record, including actual or anticipated examination results, with particular reference to achievement in the intended and related areas of study and may include a school visit. To achieve entry in September 2018, both existing pupils and external candidates must normally achieve:

- at least five GCSE subjects at A* to B or grade 9 to 6, to include Mathematics at grade 6 or above and English Language at grade 5 or above
- at least an A or grade 7 at GCSE in order to study Mathematics, Biology, Chemistry and Physics at A level
- at least a grade A or grade 7 at GCSE in those subjects they wish to study at A level, although taking one subject at A level with a GCSE grade B or grade 6 might be considered, except for Mathematics, Biology, Chemistry and Physics, where at least a grade A or grade 7 is compulsory
- at least a grade A or grade 7 at GCSE in Mathematics for the study of Economics
- at least a grade 8 or a grade A* in Mathematics to study Further Maths
- at least A*A or grades 8 and 7 in Core and Additional Science or Dual Award, where this is studied, in order to pursue any Science A level

Offers of places in the Sixth Form will be conditional on achievement of these results and capacity on chosen courses. In the event of oversubscription preference will be given to: "looked after or previously looked after children" and then those who live nearest to the school (according to the straight-line distance between home and school).
Birmingham School Admission Criteria September 2018

<table>
<thead>
<tr>
<th>School name</th>
<th>King Edward VI Camp Hill School for Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>School address</td>
<td>Vicarage Road, Kings Heath, Birmingham, B14 7QJ</td>
</tr>
<tr>
<td>Headteacher</td>
<td>Mrs Linda Johnson</td>
</tr>
<tr>
<td>Tel no:</td>
<td>0121 444 2150</td>
</tr>
<tr>
<td>Admission Number:</td>
<td>150</td>
</tr>
</tbody>
</table>

Admissions policy statement

King Edward VI Camp Hill School for Girls ("the school") is an Academy for girls aged 11-18 years and is designated as a selective grammar school under S104 of the School Standards and Framework Act, 1998.

Admission to the school is on the basis of selection by reference to ability. Only girls who attain the required standard in the prescribed arrangements for selection are eligible to be considered for admission to the school. These arrangements require that prospective pupils are considered for admission on the basis of a combined score, standardised according to the age of the pupil, on standardised tests of verbal, numerical and non-verbal reasoning ability.

All girls (including looked after children) born between 1 September 2006 and 31 August 2007 will have attained the age of 11 years by 1 September 2018 and are eligible to apply for admission in September 2018. Children who will not have reached the age of 11 years by 1 September 2018, but who are in the same year group at primary school as those who will have done so, may be considered for admission to the school in September 2018.

The School gives priority to Looked After Children / Previously Looked After Children and those attracting the Pupil Premium.

Criteria

In order to be eligible for admission to the school, candidates must achieve a minimum standardised score in the selection test ("the qualifying score"). Where the number of applications for admission exceeds the number of places available at the school, places are offered to children as follows:

1. Looked After Children / Previously Looked After Children who achieve the qualifying score by rank order of standardised score;

2. Children attracting the Pupil Premium who achieve the qualifying score by rank order of standardised score but limited to no more than 30 in this category;

3. Other children who achieve the qualifying score by rank order of standardised score;

Where children are equal on standardised score, places will be offered to those who live nearest to the school (according to the straight-line distance between home and the front gates of the school.)

A Looked After Child is a child who is in the care of a local authority or is being provided with accommodation by a local authority as set
out in s22(1) of the Children Act 1989. A Previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Children attracting Pupil Premium are those who have been registered for free school meals at any point in the 6 years prior to the closing date for test registration (30 June 2017). The school will require evidence of Pupil Premium registration and reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.

Parents/carers of children attracting Pupil Premium must have ticked the Pupil Premium box when registering their child for the test. Any alterations to this box cannot be made after the end of September 2017.

Parents will need to provide evidence of Pupil Premium registration to the Foundation Office no later than the end of November 2017. Any evidence received after this date will be considered as late and will be considered after the main round of allocations has been made.

Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and a point decided by the school (the front gates). The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address within this system.

Local Authorities (LAs) will then consider all offers in conjunction with the ranking of schools on the LA preference form. Where a child meets the criteria for two or more schools, a place will be allocated at the school listed highest on the preference form.

<table>
<thead>
<tr>
<th>Shared Responsibility</th>
<th>Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.</th>
</tr>
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<tr>
<th>Separating “final qualifier” Applications (twins, blocks of flats etc)</th>
<th>In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.</th>
</tr>
</thead>
</table>

| Procedural Arrangements for Admission | The admission arrangements for the School are co-ordinated by the Admissions Officer who is based at the Schools of King Edward Foundation Office. Leaflets explaining the arrangements for admission in September 2018 for children aged 11 years will be available at the Foundation Office from May 2017 onwards. Around this time, Headteachers of |
junior schools in Birmingham and neighbouring areas will be sent copies of the leaflet and advertisements will be placed in the local press.

The admissions leaflet will contain details of relevant Open Sessions at each of the King Edward VI Grammar Schools. Prospective pupils and their parents are encouraged to attend an Open Session at each of the schools in which they may be interested.

The school expects to attract pupils from Birmingham and its surrounding areas.

Completed test registration forms must be submitted electronically via the relevant website or to the address given on the test registration form by 30 June 2017. All registration forms received will be acknowledged. Children will be issued with a candidate number and allocated to a test centre (which may be any one of the five Grammar Schools or another venue used as an overflow centre).

Parents will also have to complete their home Local Authority (LA) application form ranking their choice of schools in order of preference. This list may contain Grammar Schools and other schools. Only the LA will know the rankings and forms must be returned to the LA by 31 October 2017.

In accordance with the Equality Act 2010, King Edward VI Grammar Schools will consider requests for adjustments to the entrance test from parents/carers of a disabled pupil who wishes to attend the school. Parents must approach the Foundation Office with information on the child’s disability and will be provided with a form to complete. This must be returned to the Foundation Office, accompanied by a supporting letter from the child’s current school and any detailed medical evidence, by the third Wednesday in June. A specialist panel will consider the information submitted to decide whether reasonable adjustments should be made for the candidate. Where the school has been named on a child’s Education, Health & Care Plan (EHC) the child will be admitted. The naming of the school is undertaken after a statutory consultation with the school so as to consider whether the school is suitable for the child’s age, ability, aptitude or special educational needs. The school would require and expects to see cogent evidence that the child’s ability is of the requisite academic standard as part of that process. Usually this will be evidenced by the child having achieved the qualifying score in the admission test. This is not an oversubscription criterion but the Admission Number will reduce accordingly for all other applicants.

The entrance test will take place in early September 2017.

The deadline for registering for the test is 30 June 2017 and published in admissions literature. Local candidates who are not registered by the deadline may only be tested in exceptional circumstances and considered after the main round of allocations has been made.

Children who move into the area between the test registration deadline and the test date will be tested and considered in the main round of admissions. Applications received after this date will be considered after initial allocations have been made.

Places at the Grammar School will be awarded in accordance with the admissions policy outlined above. Parents will be notified in writing on 1 March 2018 which school their child has been allocated to, based on the application and ranking order they have submitted to.
their LA.

Parents have a statutory right of appeal if they are not satisfied with the place allocated. Parents can appeal for only the preferred schools that have been indicated on the LA preference form. Appeals must be lodged by a date in March, which will be specified. Appeal hearings are normally held in May and June.

Policy and Procedural Arrangements for In-Year Admissions and Waiting Lists (Years 7-11)

Year 7 (first term)

If a vacancy arises during the first term of Year 7, the LA waiting list in existence from 1 March of that year will be used and the place offered to the highest scoring candidate. This is a list of those who sat the test for admission in September 2017 and who did not receive an offer from this school or a more preferred school.

Mid Year 7 - 11

At any point from January after the pupil starts Year 7, parents may apply for a place and places will be offered to pupils strictly in accordance with the published admissions criteria. Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred school's waiting list. Parents will be advised that inclusion on the School's waiting list does not mean a place will eventually become available. In-year vacancies normally only become available if a current pupil is leaving the school.

If a vacancy arises, candidates on the waiting list will be invited to take a test and the place will be awarded to the highest scoring candidate above a minimum standard.

Policy and Procedural Arrangements for Sixth Form Admissions.

Almost all of our Year 11 students choose to take their A Levels at Camp Hill, and we are also joined by a number of external candidates from other schools. For entry into Year 12 in September 2018 this number is expected to be 20. Admission is based upon an assessment of the student's potential to benefit from the curriculum and facilities offered by the school. This assessment is based primarily upon the student's educational record, including actual or anticipated examination results, with particular reference to achievement in the intended and related areas of study and may include a school visit.

Currently there have been no national outcomes using the new GCSE numerical grading system. Therefore, we anticipate the entry requirements to be as follows: From September 2018, prospective entrants, both existing students and external candidates must achieve the equivalent of six GCSEs at grade 6 or above which would include English and Mathematics. Grades 7, 8 or 9 are required in the subjects that students wish to study at A Level, with the exception of Biology, Chemistry, Physics and Mathematics which will generally require a grade 8 or 9. A grade 9 is required for students who wish to study Further Mathematics. Offers of places in the Sixth Form will be conditional on achievement of these results and capacity on chosen courses. In the event of over-subscription preference will be given to looked after children or previously looked after children, and then those who live nearest to the school (according to the straight-line distance between home and school).
King Edward VI Five Ways School is an Academy for pupils aged 11-18 years and is designated as a selective grammar school under S104 of the School Standards and Framework Act, 1998.

Admission to the school is on the basis of selection by reference to ability. Only children who attain the required standard in the prescribed arrangements for selection are eligible to be considered for admission to the school. These arrangements require that prospective pupils are considered for admission on the basis of a combined score, standardised according to the age of the pupil, on standardised tests of verbal, numerical and non-verbal reasoning ability.

All children (including looked after children) born between 1 September 2006 and 31 August 2007 will have attained the age of 11 years by 1 September 2018 and are eligible to apply for admission in September 2018. Children who will not have reached the age of 11 years by 1 September 2018, but who are in the same year group at primary school as those who will have done so, may be considered for admission to the school in September 2018.

The School gives priority to Looked After Children / Previously Looked After Children and those attracting the Pupil Premium.

In order to be eligible for admission to the school, candidates must achieve a minimum standardised score in the selection test ("the qualifying score"). Where the number of applications for admission exceeds the number of places available at the school, places are offered to children as follows:

1. Looked After Children / Previously Looked After Children who achieve the qualifying score by rank order of standardised score;

2. Children attracting the Pupil Premium who achieve the qualifying score by rank order of standardised score but limited to no more than 36 in this category;

3. Other children who achieve the qualifying score by rank order of standardised score;

Where children are equal on standardised score, places will be offered to those who live nearest to the school (according to the straight-line distance between home and the front gates of the school).

A Looked After Child is a child who is in the care of a local authority or is being provided with accommodation by a local authority as set out in s22(1) of the Children Act 1989. A Previously Looked After
Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Children attracting Pupil Premium are those who have been registered for free school meals at any point in the 6 years prior to the closing date for test registration (30 June 2017). The school will require evidence of Pupil Premium registration and reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.

Parents/carers of children attracting Pupil Premium must have ticked the Pupil Premium box when registering their child for the test. Any alterations to this box cannot be made after the end of September 2017.

Parents will need to provide evidence of Pupil Premium registration to the Foundation Office no later than the end of November 2017. Any evidence received after this date will be considered as late and will be considered after the main round of allocations has been made.

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the school (the front gates). The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system.

Local Authorities (LAs) will then consider all offers in conjunction with the ranking of schools on the LA preference form. Where a child meets the criteria for two or more schools, a place will be allocated at the school listed highest on the preference form.

**Shared Responsibility**

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

**Separating "final qualifier" Applications (twins, blocks of flats etc)**

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

**Procedural Arrangements for Admission**

The admission arrangements for the School are co-ordinated by the Admissions Officer who is based at the Schools of King Edward Foundation Office.

Leaflets explaining the arrangements for admission in September 2018 for children aged 11 years will be available at the Foundation
Office from May 2017 onwards. Around this time, Headteachers of junior schools in Birmingham and neighbouring areas will be sent copies of the leaflet and advertisements will be placed in the local press.

The admissions leaflet will contain details of relevant Open Sessions at each of the King Edward VI Grammar Schools. Prospective pupils and their parents are encouraged to attend an Open Session at each of the schools in which they may be interested.

The school expects to attract pupils from Birmingham and its surrounding areas.

Completed test registration forms must be submitted electronically via the relevant website or to the address given on the test registration form by 30 June 2017. All registration forms received will be acknowledged. Children will be issued with a candidate number and allocated to a test centre (which may be any one of the five Grammar Schools or another venue used as an overflow centre).

Parents will also have to complete their home Local Authority (LA) application form ranking their choice of schools in order of preference. This list may contain Grammar Schools and other schools. Only the LA will know the rankings and forms must be returned to the LA by 31 October 2017.

In accordance with the Equality Act 2010, King Edward VI Grammar Schools will consider requests for adjustments to the entrance test from parents/carers of a disabled pupil who wishes to attend the school. Parents must approach the Foundation Office with information on the child’s disability and will be provided with a form to complete. This must be returned to the Foundation Office, accompanied by a supporting letter from the child’s current school and any detailed medical evidence, by the third Wednesday in June. A specialist panel will consider the information submitted to decide whether reasonable adjustments should be made for the candidate. Where the school has been named on a child’s Education, Health & Care Plan (EHC) the child will be admitted. The naming of the school is undertaken after a statutory consultation with the school so as to consider whether the school is suitable for the child's age, ability, aptitude or special educational needs. The school would require and expects to see cogent evidence that the child’s ability is of the requisite academic standard as part of that process. Usually this will be evidenced by the child having achieved the qualifying score in the admission test. This is not an oversubscription criterion but the Admission Number will reduce accordingly for all other applicants.

The entrance test will take place in early September 2017.

The deadline for registering for the test is 30 June 2017 and published in admissions literature. Local candidates who are not registered by the deadline may only be tested in exceptional circumstances and considered after the main round of allocations has been made.

Children who move into the area between the test registration deadline and the test date will be tested and considered in the main round of admissions. Applications received after this date will be considered after initial allocations have been made.

Places at the Grammar School will be awarded in accordance with the admissions policy outlined above. Parents will be notified in writing on 1 March 2018 which school their child has been allocated to, based on the application and ranking order they have submitted to
Parents have a statutory right of appeal if they are not satisfied with the place allocated. Parents can appeal for only the preferred schools that have been indicated on the LA preference form. Appeals for entry on 1 September must be lodged by a date in March, which will be specified. Appeal hearings are then normally held in May and June.

### Policy and Procedural Arrangements for In-Year Admissions and Waiting Lists (Years 7-11)

**Year 7 (first term)**

If a vacancy arises during the first term of Year 7, the LA waiting list in existence from 1 March of that year will be used and the place offered to the highest scoring candidate. This is a list of those who sat the test for admission in September 2018 and who did not receive an offer from this school or a more preferred school.

**Mid Year 7 - 11**

At any point from January after the pupil starts Year 7, parents may apply for a place and places will be offered to pupils strictly in accordance with the published admissions criteria. Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred school's waiting list. Parents will be advised that inclusion on the School's waiting list does not mean a place will eventually become available. In-year vacancies normally only become available if a current pupil is leaving the school.

If a vacancy arises, candidates on the waiting list will be invited to take a test and the place will be awarded to the highest scoring candidate above a minimum standard.

### Policy and Procedural Arrangements for Sixth Form Admissions

A limited number of external admissions is anticipated each year into Year 12. For entry into Year 12 in September 2018 this number is expected to be 40. Parents of external candidates wishing to enrol a pupil into the Sixth Form should contact the school. It is not necessary for parents of existing pupils to apply formally for places in Year 12. Admission is based upon an assessment of the pupil's potential to benefit from the curriculum and facilities offered by the school. This assessment is based primarily upon the pupil's educational record, including actual or anticipated examination results, with particular reference to achievement in the intended and related areas of study and may include a school visit. To achieve entry into the sixth form in September 2018 prospective entrants, both existing pupils and external candidates, must achieve 4A*/A (or numerical equivalent) at GCSE, with A grades (or numerical equivalent) in all subjects to be taken at A level (or nearest equivalent if a new subject). In addition, there is a minimum requirement for B (or numerical equivalent) in English and Maths.

Offers of places in the Sixth Form will be conditional on achievement of these results and capacity on chosen courses. In the event of oversubscription preference will be given to: looked after children or previously looked after children; and then those who live nearest to the school (according to the straight-line distance between home and school).
## Birmingham School Admission Criteria September 2018

<table>
<thead>
<tr>
<th>School name</th>
<th>King Edward VI Handsworth School for Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>School address</td>
<td>Rose Hill Road, Handsworth, Birmingham, B21 9AR</td>
</tr>
<tr>
<td>Headteacher</td>
<td>Ms Clare Berry (Acting)</td>
</tr>
<tr>
<td></td>
<td>Mrs Amy Whittall (from summer term 2017)</td>
</tr>
<tr>
<td>Tel no.</td>
<td>0121 554 2342</td>
</tr>
<tr>
<td>Admission Number.</td>
<td>160</td>
</tr>
</tbody>
</table>

### Admissions Policy Statement

King Edward VI Handsworth School ("the school") is an Academy for girls aged 11-18 years and is designated as a selective grammar school under S104 of the School Standards and Framework Act, 1998.

Admission to the school is on the basis of selection by reference to ability. Only girls who attain the required standard in the prescribed arrangements for selection are eligible to be considered for admission to the school. These arrangements require that prospective pupils are considered for admission on the basis of a combined score, standardised according to the age of the pupil, on standardised tests of verbal, numerical and non-verbal reasoning ability.

All girls (including looked after children) born between 1 September 2006 and 31 August 2007 will have attained the age of 11 years by 1 September 2018 and are eligible to apply for admission in September 2018. Children who will not have reached the age of 11 years by 1 September 2018, but who are in the same year group at primary school as those who will have done so, may be considered for admission to the school in September 2018.

The School gives priority to Looked After Children / Previously Looked After Children and those attracting the Pupil Premium.

### Criteria

In order to be eligible for admission to the school, candidates must achieve a minimum standardised score in the selection test ("the qualifying score"). Where the number of applications for admission exceeds the number of places available at the school, places are offered to children as follows:

1. Looked After Children / Previously Looked After Children who achieve the qualifying score by rank order of standardised score;

2. Children attracting the Pupil Premium who achieve the qualifying score by rank order of standardised score but limited to no more than 32 in this category;

3. Other children who achieve the qualifying score by rank order of standardised score;

Where children are equal on standardised score, places will be offered to those who live nearest to the school (according to the straight-line distance between home and the front gates of the school).

A Looked After Child is a child who is in the care of a local authority...
or is being provided with accommodation by a local authority as set out in s22(1) of the Children Act 1989. A Previouslylooked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Children attracting Pupil Premium are those who have been registered for free school meals at any point in the 6 years prior to the closing date for test registration (30 June 2017). The school will require evidence of Pupil Premium registration and reserves the right to withdraw the offer of a place if the offer has been made on the basis of an incorrect, fraudulent or misleading application.

Parents/carers of children attracting Pupil Premium must have ticked the Pupil Premium box when registering their child for the test. Any alterations to this box cannot be made after the end of September 2017.

Parents will need to provide evidence of Pupil Premium registration to the Foundation Office no later than the end of November 2017. Any evidence received after this date will be considered as late and will be considered after the main round of allocations has been made.

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the school (the front gates). The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address within this system.

Local Authorities (LAs) will then consider all offers in conjunction with the ranking of schools on the LA preference form. Where a child meets the criteria for two or more schools, a place will be allocated at the school listed highest on the preference form.

<table>
<thead>
<tr>
<th>Shared Responsibility</th>
<th>Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Separating &quot;final qualifier&quot; Applications (twins, blocks of flats etc)</td>
<td>In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.</td>
</tr>
<tr>
<td>Procedural Arrangements for Admission</td>
<td>The admission arrangements for the School are co-ordinated by the Admissions Officer who is based at the Schools of King Edward Foundation Office. Leaflets explaining the arrangements for admission in September 2018 for children aged 11 years will be available at the Foundation Office from May 2017 onwards. Around this time, Headteachers of junior schools in Birmingham and neighbouring areas will be sent copies of the leaflet and advertisements will be placed in the local</td>
</tr>
</tbody>
</table>
press.

The admissions leaflet will contain details of relevant Open Sessions at each of the King Edward VI Grammar Schools. Prospective pupils and their parents are encouraged to attend an Open Session at each of the schools in which they may be interested.

The school expects to attract pupils from Birmingham and its surrounding areas.

Completed test registration forms must be submitted electronically via the relevant website or to the address given on the test registration form by 30 June 2017. All registration forms received will be acknowledged. Children will be issued with a candidate number and allocated to a test centre (which may be any one of the five Grammar Schools or another venue used as an overflow centre).

Parents will also have to complete their home Local Authority (LA) application form ranking their choice of schools in order of preference. This list may contain Grammar Schools and other schools. Only the LA will know the rankings and forms must be returned to the LA by 31 October 2017.

In accordance with the Equality Act 2010, King Edward VI Grammar Schools will consider requests for adjustments to the entrance test from parents/carers of a disabled pupil who wishes to attend the school. Parents must approach the Foundation Office with information on the child’s disability and will be provided with a form to complete. This must be returned to the Foundation Office, accompanied by a supporting letter from the child’s current school and any detailed medical evidence, by the third Wednesday in June. A specialist panel will consider the information submitted to decide whether reasonable adjustments should be made for the candidate. Where the school has been named on a child’s Education, Health & Care Plan (EHCP) the child will be admitted. The naming of the school is undertaken after a statutory consultation with the school so as to consider whether the school is suitable for the child’s age, ability, aptitude or special educational needs. The school would require and expects to see cogent evidence that the child’s ability is of the requisite academic standard as part of that process. Usually this will be evidenced by the child having achieved the qualifying score in the admission test. This is not an oversubscription criterion but the Admission Number will reduce accordingly for all other applicants.

The entrance test will take in early September 2017.

The deadline for registering for the test is 30 June 2017 and published in admissions literature. Local candidates who are not registered by the deadline may only be tested in exceptional circumstances and considered after the main round of allocations has been made.

Children who move into the area between the test registration deadline and the test date will be tested and considered in the main round of admissions. Applications received after this date will be considered after initial allocations have been made.

Places at the Grammar School will be awarded in accordance with the admissions policy outlined above. Parents will be notified in writing on 1 March 2018 which school their child has been allocated to, based on the application and ranking order they have submitted to their LA.

Parents have a statutory right of appeal if they are not satisfied with the place allocated. Parents can appeal for only the preferred schools that have been indicated on the LA preference form. Appeals must be
lodge by a date in March, which will be specified. Appeal hearings are normally held in May.

<table>
<thead>
<tr>
<th>Policy and Procedural Arrangements for In-Year Admissions and Waiting Lists (Years 7-11)</th>
<th>Year 7 (first term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a vacancy arises during the first term of Year 7, the LA waiting list in existence from 1 March of that year will be used and the place offered to the highest scoring candidate. This is a list of those who sat the test for admission in September 2018 and who did not receive an offer from this school or a more preferred school.</td>
<td></td>
</tr>
</tbody>
</table>

**Mid Year 7 - 11**

At any point from January after the pupil starts Year 7, parents may apply for a place and places will be offered to pupils strictly in accordance with the published admissions criteria. Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred school’s waiting list. Parents will be advised that inclusion on the School’s waiting list does not mean a place will eventually become available. In-year vacancies normally only become available if a current pupil is leaving the school.

If a vacancy arises, candidates on the waiting list will be invited to take a test and the place will be awarded to the highest scoring candidate above a minimum standard.

| Policy and Procedural Arrangements for Sixth Form Admissions | A limited number of external admissions is anticipated each year into Year 12. For entry into Year 12 in September 2018 this number is expected to be 10. Parents of external candidates wishing to enrol a pupil into the Sixth Form should contact the school. It is not necessary for parents of existing pupils to apply formally for places in Year 12. Admission is based upon an assessment of the pupil’s potential to benefit from the curriculum and facilities offered by the school. This assessment is based primarily upon the pupil’s educational record, including actual or anticipated examination results, with particular reference to achievement in the intended and related areas of study and may include a school visit. |

To achieve entry into the sixth form in September 2018 prospective entrants, both existing pupils and external candidates, must achieve six GCSEs at grade B/6 or above, which would include English and Mathematics. A*/A/7/8/9 grades are expected in the subjects pupils wish to study at A level; however subject to availability of places on specific courses a B/6 grade may be considered.

Offers of places in the Sixth Form will be conditional on achievement of these results and capacity on chosen courses. In the event of over-subscription preference will be given to looked after children or previously looked after children; and then those who live nearest to the school (according to the straight-line distance between home and school).
Determined Birmingham School Admission Criteria September 2018

<table>
<thead>
<tr>
<th>School name</th>
<th>King Edward VI Sheldon Heath Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td>School address</td>
<td>Sheldon Heath Road, Sheldon, Birmingham, B26 2RZ</td>
</tr>
<tr>
<td>Headteacher</td>
<td>Mr John P Allen</td>
</tr>
<tr>
<td>Tel no:</td>
<td>0121 464 4428</td>
</tr>
<tr>
<td>Admission Number:</td>
<td>210</td>
</tr>
</tbody>
</table>

Procedure for admitting pupils to the Academy

Admission Number(s)

The Academy Trust has the following agreed admission numbers for the Academy for the year 2018/2019 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

a. 210 for pupils in Year 7; and

b. The King Edward VI Sheldon Heath Academy operates a sixth form for a total of 300 students. 160 places overall will be available in Year 12 (the Year 12 'capacity'). The admission number for Year 12 is 5. This is the number of places which will be offered on an annual basis to eligible external applicants. If fewer than 155 of the Academy’s own Year 11 pupil’s transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 160 pupils.

In any specific year, the Academy Trust may set a higher admission number than the King Edward VI Sheldon Heath Academy’s agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy Trust will consult. Pupils will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

If the Academy admits a total of 26 pupils in excess of its admission number in any 3 year period it will determine a higher admission number, after consulting.
### Process of application

Arrangements for applications for places at the King Edward VI Sheldon Heath Academy will be made in accordance with the Local Authority's co-ordinated admission arrangements and applications must be made on the relevant Local Authority Common Application Form.

The Academy Trust will use the Birmingham LA's timetable for applications to the King Edward VI Sheldon Heath Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within Birmingham LA as agreed by the, Admissions Forum, Birmingham LA, local schools and Academies.

There is a national closing date of 31 October 2016 for secondary applications. The Academy will ensure its application processes enable parents to apply before this deadline.

### Consideration of applications

The Academy Trust will consider all applications for places at the King Edward VI Sheldon Heath Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the King Edward VI Sheldon Heath Academy to all those who have applied.

### Procedures where the King Edward VI Sheldon Heath Academy is oversubscribed

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. Any child with a statement of special educational needs is required to be admitted to the school that is named in the statement. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.

a. Looked after or previously looked after children;

b. admission of pupils whose siblings currently attend the school and who will continue to do so on the date of admission; Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
c. admission of pupils on the basis of proximity to the school using straight line measurement from the main entrance of the Academy to the main entrance to the child’s home. Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to satisfy the authority that the child lives at the address put forward by the parents.

**Tie-breaker**

In a very small number of cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child’s year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place.

**Post 16 admission criteria**

To determine eligibility for admission, the Academy Trust will publish specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment. The King Edward VI Sheldon Heath Academy will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. These criteria will be the same for internal and external transfers and will be published in its prospectus and on its website.

a. Children failing to meet the grades for their preferred course option will be offered alternative courses if available. Children already on the Academy roll are entitled to transfer to Year 12 if they meet the published standards of entry.

b. If Year 12 is oversubscribed, the criteria for admission to Year 7 will be applied.

c. Where there is space within Year 13 (i.e. where there are fewer than 150 pupils in the year group) the Academy will admit additional pupils up to this number using the oversubscription criteria above.

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused
<table>
<thead>
<tr>
<th>admission.</th>
</tr>
</thead>
</table>

**Operation of waiting lists**

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year the King Edward VI Sheldon Heath Academy receives more applications for places than there are places available, a waiting list will operate for the whole academic year. This will be maintained by the Academy Trust.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**Arrangements for admitting pupils to other year groups, including to replacement of any pupils who have left the King Edward VI Sheldon Heath Academy**

Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the King Edward VI Sheldon Heath Academy and the efficient use of resources. The Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted relief's applies. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

*No supplementary information form is used by King Edward VI Sheldon Heath Academy*
Admissions Policy

Education Excellence & Character Development

Admissions Policy

For entry in 2018/19

Name of Policy: Admissions Policy
Date of ratification: June 2014
Date of Review: October 2014
Signature of Chair of Trustees

King Solomon International Business School: Policies 2014©
Admissions Policy

Introduction

The admissions policy for King Solomon International Business School will satisfy requirements of the Schools Admissions Code, the School Admissions Appeals Code and admissions law. Our admissions process will be inclusive, open, fair and transparent.

Admissions will be handled by Birmingham City Council as part of the co-ordinated scheme.

Parents applying as part of the co-ordinated scheme will apply via the Local Authority in which they live (e.g. if they live in Walsall, they'll apply using Walsall Council's application form, and Walsall will pass the application on to Birmingham to process.)
Admissions Policy

Admission Numbers

In every year from 2015 onwards for Reception pupils, and for entry to Y7 in September 2015 - 2021 only, King Solomon International Business School will have the following Pupil Admission Numbers (PAN):

- Reception 60
- Year 7 90

King Solomon International Business School will accordingly admit this number of pupils each year if sufficient applications are received. All eligible children will be admitted if fewer pupils than the PAN apply.

Prospective future admission numbers:

From 2022 onwards we expect that all or most pupils in Y6 will wish to continue at KSIBS in Y7 and as such a minimum of 30 places will be available to external applicants.

For entry in 2016 and subsequent years until 2019, the school will admit 90 pupils to the sixth form (Year 12).

From 2020 we anticipate that most of the 90 pupils in Y11 at KSIBS that are eligible will wish to continue their studies and remain in school by transferring to Y12. Should places become available, they will be accessible to eligible external applicants meeting the entry criteria set out below.

Admissions Criteria Reception and Y7

If oversubscribed, the school will admit children under two groups. 50% of the available places will be allocated to children in Group A who are of the Christian faith. The remaining places will be allocated, without reference to faith, to children in Group B.

On this basis a maximum of 50% of the available places will be allocated to children who are members of the Christian faith.

Definitions of ‘Christian faith’ and other terms (such as ‘sibling’, ‘distance’) can be found in the glossary below.

Places will be allocated as follows.

All Applicants

Pupils with a Statement of Special Educational Needs/Education Health & Care Plan where KSIBS is named in the Statement/EHCP will be admitted to King Solomon International Business School.

Group A – Applicants of the Christian faith (50% of Places)

An applicant will be eligible for consideration under Group A only where they have submitted a completed ‘Faith Supporting Evidence Form’ as part of their application. The form is available to download from the www.kingsolomonibs.com website or it can be obtained by contacting our admissions office.
Admissions Policy

If Group A is undersubscribed, the school will admit all eligible applicants.

If Group A is oversubscribed, the following oversubscription criteria will be applied in order:

1. Looked after *Christian faith* children and previously looked after Christian faith children.

2. Children of the Christian faith with a sibling (*) who is a pupil already attending King Solomon International Business School, at the time of admission.

3. Children of the Christian faith living closest to KSIBS based on straight line distance measurement using GIS software via the OS Address Point (#) of their home and the OS Address Point of the school.

4. Children of the Christian faith eligible for the Pupil Premium or Service Premium. If applying under this criterion, please complete the relevant SiF.

**Tie Breaker**

If a tie break is needed, where two or more eligible applications have equal priority for admission, to determine which applicant will be allocated a place, this will be done through random allocation via drawing of lots by an independent person of good standing.

**Group B – Community Applicants (50% of places)**

In Group B applicants will be considered without reference to faith. Places will be allocated in the following order:

If Group B is undersubscribed, the school will admit all eligible applicants.

If Group B is oversubscribed, the following oversubscription criteria will be applied in order:

1. Looked after children and previously Looked After children.

2. Children with a sibling (*) who is a pupil already attending King Solomon International Business School, at the time of admission.

3. Children living closest to KSIBS based on straight line distance measurement using GIS software via the OS Address Point (#) of their home and the OS Address Point of the school.

4. Children eligible for the Pupil Premium or Service Premium.

**Tie Breaker**

If a tie break is needed, where two or more eligible applications have equal priority for admission, to determine which applicant will be allocated a place, this will be done through random allocation via drawing of lots by an independent person of good standing.
Admissions Policy

Allocation of places if one of Group A or Group B is undersubscribed

If after the admission of children with a Statement / EHCP fewer than 50% of the remaining children qualify for admission in Group A, additional places will be offered using the criteria listed for Group B above until the PAN is reached.

If after the admission of children with a Statement / EHCP fewer than 50% of the remaining children qualify for admission in Group B then additional places will be offered to applicants who were not allocated a place under Group A. These applicants will be considered without reference to faith in line with the oversubscription criteria in Group B until the admission numbers are met.

Reception Age Children

Parents offered a place in Reception can:

- Defer their child’s entry to school until the start of the term within the academic year beginning immediately after their child has reached compulsory school age; or
- Request that their child takes up the place part-time until the start of the term within the academic year beginning immediately after their child has reached compulsory school age.

Places cannot be deferred until the next academic year. Children become of compulsory school age on the first prescribed day following their fifth birthday: 31 December, 31 March or 31 August, or on that day if any of these dates is their birthday.

Sixth-Form Admission Criteria – From 2016 onwards

King Solomon will operate a sixth form from September 2016 for a total of 180 students. 90 places overall will be available in Year 12 (the Year 12 ‘capacity’).

The admission number for Year 12 is 90. This is the number of places which will be offered on an annual basis to eligible external applicants.

a) For those wishing to pursue the International Baccalaureate Diploma students will be required to have at least six GCSE subjects at grade C or above, including English, mathematics, and a foreign language.

b) For those wishing to pursue the International Baccalaureate Career Related Certificate, students will be required to have at least five GCSE subjects, at grade C or above.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

King Solomon will admit any statemented pupils or pupils with an EHCP whose statement / EHCP names the King Solomon International Business School.

When there are more eligible external applicants (i.e. that satisfy the above academic entry requirements) than places available in Y12, priority will be given in the following order:

1. Eligible students who are looked after children or previously looked after children.
2. Other eligible students meeting the GCSE criteria for admission to the sixth-form.

King Solomon International Business School: Policies 2014©
Admissions Policy

Tie Breaker

If a tie break is needed, where two or more eligible applications have equal priority for admission, to determine which applicant will be allocated a place, this will be done through random allocation via drawing of lots by an independent person of good standing.

King Solomon International Business School Admissions Form

As part of the admissions process, all applicants will need to complete the King Solomon International Business School Admissions Form. An application for a place at the school will not be considered unless a King Solomon International Business School Admissions Form has been completed. All sections should be completed in English and a translator will be made available to all those who request so in writing. A copy should be kept by parents to help them answer any questions that arise during the admissions or appeals process. Forms received after the closing date will be treated as a late application and will be considered after those received on time.

Faith based applicants will need complete the ‘Supporting Evidence Form’, the questions seek to establish the applicant’s level of commitment to the Christian faith

This form will be used for 2015 admissions only; thereafter the Local Authority Common Application Form (CAF) must be used. Birmingham City Council Common Admissions Form (CAF) must be used.

Appeals

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Parents who are refused a place will be sent a letter advising them of how to appeal.

The decision of the Appeals Panel will be binding on all parties.

Waiting List

In 2015, King Solomon International Business School will operate a waiting list for each point of entry into the school i.e. Reception & Year 7.

Where in any year the school receives more applications for places in Groups A and B than there are places available, a waiting list will operate. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child’s name and contact details to be placed on the waiting list, following an unsuccessful application.

A child’s position on the waiting list will be determined solely in accordance with the above oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Each new child added to the waiting list will require the list to be ranked again in line with the published oversubscription criteria above. In this process the position of children on the waiting list may change as other applications are received.
Admissions Policy

In - Year Admissions

Where a child requires admission once the school year has started; such admissions are known as In-Year Admissions Applications should be made on the In-year Admissions Form, available from the Local Authority. Birmingham City Council has a Fair Access Policy which aims to ensure that unplaced children are offered a place at a suitable school as quickly as possible. Details of this policy are available from the Council website.

Glossary

Christian Faith

*Note: For the purposes of these admission arrangements children of the Christian Faith will be determined by whether the parent/s of the child or the child regularly attends a recognised Christian church, that is, at least twice per month. A recognised Christian Church is a church which is in membership with or affiliated to at least one of the following organisations: Churches Together in Britain, the Evangelical Alliance, the Order of St Leonard, or belong to a church that accepts the Nicene Creed as the statement of faith. This must be affirmed by the Church Leader on the Supporting Evidence Form.

'Looked after' children

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 the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

Previously ‘looked after’ children

A previously ‘looked after’ child is one who immediately after being ‘looked after’ became subject to an adoption, child arrangements order (CAO), or special guardianship order. An ‘adoption order’ is an order under section 46 of the Adoption and Children Act 2002. A ‘residence order’ is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

(*) Sibling: Brother or Sister

The definition of a brother or sister is:

- A brother or sister sharing the same parents
- Half-brother or half-sister, where two children share one common parent.
- Step brother or step sister, where two children are related by a parent’s marriage.
- Adopted brother or sister
- Foster brother or sister
- The child of the partner of a parent or carer

Children residing in the same household as part of an extended family, including cousins, will not be treated as siblings; proof of the sibling relationship will be required e.g. short birth certificates.

King Solomon International Business School: Policies 2014©
Admissions Policy

(#) Address of Pupil

The address used on the school’s admission form must be the current main home address at the time of the application. If the address subsequently changes, parents should immediately notify the school and the Local Authority. Where the parents live at different addresses, the address that is current at the time of application and is the normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Where a child lives with parents/carers with shared responsibility equally between two addresses, the address used for admission purposes will be the home address where the child was resident on the date of application. Parents must provide documentary evidence which could be in the form of a utility bill, child benefit book, Council Tax statement or Electoral Roll entry. All offers of a place will be conditional upon the receipt of proof of residence. It should be noted that the provision of false or misleading information may lead to the withdrawal of an offer.

Information on OS address points and GIS software can be found as noted below.

Information on Address Points:

http://www.ordnancesurvey.co.uk/oswebsite/products/address-point/index.html

GIS Software information:

http://www.caliper.com/Maptitude/GIS_Software/default.htm

Pupil Premium

Including the service premium. Parents will be required to provide evidence of eligibility and the school may request confirmation from the applicant’s home Local Authority. Children given priority under this criterion fall into the following categories:

- children currently registered as eligible for free school meals and children who have been registered as eligible for free school meals at any point in the last six years; and
- children whose parent(s) are serving in the regular UK armed forces, or to the children of ex regular UK armed forces personnel who were serving in the last 3 years.
- children where at least one parent died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

Child Arrangement Order (CAO)

A ‘child arrangements order’ (‘CAO’) is defined as an order regulating arrangements relating (a) with whom a child is to live, spend time or otherwise have contact, and (b) when a child is to live, spend time or otherwise have contact with any person. It is arrangements in category (a) of that definition that are those that would have been caught under a residence order: specifically those related to the person with whom a child is to live.
**Determined: Admission Criteria September 2018**

<table>
<thead>
<tr>
<th>School name</th>
<th>King’s Norton Boys’ School</th>
</tr>
</thead>
<tbody>
<tr>
<td>School address</td>
<td>Northfield Road, Kings Norton B30 1DY</td>
</tr>
<tr>
<td>Headteacher</td>
<td>Mr P Woodhouse</td>
</tr>
<tr>
<td>Admission Number</td>
<td>150</td>
</tr>
</tbody>
</table>

**Special Educational Needs**

Any child with a statement of special educational needs is required to be admitted to the school that is named in the statement. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.

**Criteria**

1. Looked after or previously looked after children.
2. Boys with a brother already at the school who will still be in attendance at the time the sibling enters the school.
3. Boys who live nearest the school.

**Definitions**

- **Sibling** - The Local Authority’s ‘Sibling’ definition has been adopted.
- **Distance** - Distance between home and school will be a straight line measurement from the front door of the student’s residence to the school’s main entrance door at reception. The Local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address within this system.
- **Shared responsibility** - The Local Authority’s ‘Shared Responsibility’ definition has been adopted.
- **Separating “final qualifier” applications (twins, blocks of flats etc)** - The Local Authority’s ‘Separating “final qualifier” applications (twins, blocks of flats etc)’ definition has been adopted.
- **Waiting list** - Following the offer of places, a waiting list will be kept in strict oversubscription criteria order until the end of the Autumn term. Each added child will require the list to be ranked again in line with the oversubscription criteria.

**In Year Applications**

Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school.

On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.

**Appeals**

All students not offered a place at the school have the right of appeal to an Independent Appeals Panel. Further details of the appeal procedure will be provided with the letter explaining why the application has been refused.
Kings Norton Girls' School Admission Criteria for September 2018

<table>
<thead>
<tr>
<th>School name</th>
<th>King’s Norton Girls’ School</th>
</tr>
</thead>
<tbody>
<tr>
<td>School address</td>
<td>Selly Oak Road, Kings Norton, Birmingham B30 1HW</td>
</tr>
<tr>
<td>Headteacher</td>
<td>Ms Gill Fox</td>
</tr>
<tr>
<td>Admission Number</td>
<td>160</td>
</tr>
</tbody>
</table>

The number of intended admissions for the year commencing 1st September 2018 will be 160.

Admission Criteria

When there are more applications than places available at the school the following criteria will be used to determine which children will be allocated places:

1. Looked after or previously looked after children.

2. Siblings: Children with an older sister already at the school who will still be in attendance at the time at which the application to the school is made.

   Siblings are considered to be those children who live at the same address and either:

   (i) have one or both natural parents in common;
   or (ii) are related by a parent’s marriage;
   or (iii) are adopted or fostered by a common parent.

3. Children of staff at the school where
   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 shortage.

4. Distance: Children who live nearest to the school. Measured as a straight-line between the applicant’s home address and the front main reception entrance to the school. The Local Authority use a computerised system, which measures all distance in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address within the system.

Opening a world of opportunities
<table>
<thead>
<tr>
<th>Special Educational Needs</th>
<th>Any child with a statement of special educational needs is required to be admitted to the school that is named in the statement. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents/Family Members</td>
<td>Local Authority definition adopted.</td>
</tr>
<tr>
<td>Shared Responsibility</td>
<td>Local Authority definition adopted.</td>
</tr>
<tr>
<td>Separating &quot;final qualifier&quot; applications (twins, blocks of flats etc.)</td>
<td>Local Authority definition adopted.</td>
</tr>
<tr>
<td>Waiting list</td>
<td>Following the offer of places, a waiting list will be kept in strict oversubscription criteria order until at least the end of the first academic term. Each added child will require the list to be ranked again in line with the oversubscription criteria.</td>
</tr>
<tr>
<td>Appeals</td>
<td>Appeals should be made directly to the school by no later than the 13 April 2018. The appeals will be heard within 40 school days of the closing date.</td>
</tr>
<tr>
<td>In Year Applications</td>
<td>Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school.</td>
</tr>
<tr>
<td></td>
<td>On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.</td>
</tr>
</tbody>
</table>
| Sixth Form Entry         | **ENTRANCE REQUIREMENTS**  
**SEPTEMBER 2017**  
**A GUIDE FOR SIXTH FORM STUDENTS**  
The school admits both boys and girls into the sixth form. Admission is based on academic potential to follow the courses offered.  
Oversubscription criteria (assuming that entrance requirements indicated below are met)  
- Existing students  
- Looked after or previously looked after children  
- Siblings  
- Distance  
**Academic criteria**  
A minimum of 5 good GCSEs in 4 or more different subjects. Individual subject entry requirements can be found on our website www.knag.co.uk. |
ADMISSIONS INTO YEAR 7

Lordswood Boys’ school is a Converter Academy, with a mixed sixth form.

The school participates in the Birmingham Local Authority centrally co-ordinated admissions process. Applicants for Lordswood Boys’ School should, therefore, complete the Preference Form and keep to all deadlines for the Birmingham process.

Children with an Education, Health and Care Plan (Special educational needs).

Any child with an Education, Health and Care Plan is required to be admitted to the school that is named in the Plan. This gives any such children overall priority for admission to Lordswood Boys’ if it is the named school. This is not an oversubscription criterion.

Over Subscription

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

Criteria

1. Looked after or previously looked after children.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

2. Siblings
A child with a brother in the school (years 7 – 11) or a brother in the Lordswood Sixth Form Centre, who is already at the school and who will still be on roll at the time the child enters the school.

*Siblings (brothers) are considered to be those children who live at the same address and either:

i. have one or both natural parents in common;
or ii. are related by a parent's marriage;
or iii. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

Children not adopted or fostered or related by a parents' marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

3. Children who live nearest the school.

Distance will be calculated according to a straight line measurement from the front door of the applicant's home to the front gates of the school on the drive leading to the main school entrance (as the crow flies).

**Tie-breaker**

In a very small number of cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place.
| **Home Addresses** | A student’s home address is considered to be a residential property that is the child’s only or main residence at the time places are allocated and is either:

1. Owned by the child’s parent(s), or the person with parental responsibility for the child or

2. Leased to or rented by the child’s parent(s), or the person with parental responsibility under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the allocation.

If a student is allocated a place on the basis of an address that is subsequently found to be different from a child’s normal and permanent home address, then that place is liable to be withdrawn. |
| **Waiting List** | If Lordswood Boys' was a parent’s preferred choice of school and they have not been allocated a place, they will be informed of their right to appeal and asked if they wish to go on to the waiting list. Waiting lists are maintained for at least one term in the academic year of admission and children will be ranked in the same order as the published oversubscription criteria detailed above. |
| **Should places become available at Lordswood Boys', an offer to students from the waiting list will be made.** |
| **In Year Applications** | Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school.

On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham. |
| **Appeals** | Appeals are administered by the Local Authority for this Academy. Parents who wish to appeal against the decision to refuse their child admission should contact the School Admissions and Pupil Placements Service on 0121 303 1888 to request an appeal form. Appeals will be heard by an independent panel. |
| Admissions into the Lordswood Sixth Form | Lordswood Girls’ School and Lordswood Boys’ School currently operate a sixth form of around 300 students. Admission is based on an assessment of the student’s potential to benefit from the curriculum and facilities offered by the school. In the event of over-subscription preference will be given to existing pupils, then looked after or previously looked after children, then siblings, applicants to the Basketball and Cricket Academies and then those who live nearest the school. |

*No supplementary information form is used by Lordswood Boys’ School*
**Determined:** Birmingham School Admission Criteria September 2018

<table>
<thead>
<tr>
<th>School name</th>
<th>Lordswood Girls’ School</th>
</tr>
</thead>
<tbody>
<tr>
<td>School address</td>
<td>Knightlow Road, Harborne, Birmingham B17 8QB</td>
</tr>
<tr>
<td>Executive Headteacher</td>
<td>Mrs J. Götschel</td>
</tr>
<tr>
<td>Admision Number</td>
<td>154</td>
</tr>
</tbody>
</table>

**ADMISSIONS INTO YEAR 7**

Lordswood Girls’ School is a Converter Academy, with a mixed sixth form.

The school participates in the Birmingham Local Authority centrally co-ordinated admissions process. Applicants for Lordswood Girls’ school should, therefore, complete the Preference Form and keep to all deadlines for the Birmingham process.

**Children with an Education, Health and Care Plan (Special educational needs).**

Any child with an Education, Health and Care Plan is required to be admitted to the school that is named in the Plan. This gives any such children overall priority for admission to Lordswood Girls’ if it is the named school. This is not an oversubscription criterion.

**Over Subscription**

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

**Criteria**

1. Looked after or previously looked after children.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

2. Siblings
<table>
<thead>
<tr>
<th><strong>Siblings</strong> are considered to be those children who live at the same address and either:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. have one or both natural parents in common;</td>
</tr>
<tr>
<td>or ii. are related by a parent’s marriage;</td>
</tr>
<tr>
<td>or iii. are adopted or fostered by a common parent.</td>
</tr>
</tbody>
</table>

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

Children not adopted or fostered or related by a parent’s marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

3. Children who live nearest the school.

Distance will be calculated according to a straight line measurement from the front door of the applicant’s home to the front gates of the school on the drive leading to the main school entrance (as the crow flies).

<table>
<thead>
<tr>
<th><strong>Tie-breaker</strong></th>
<th>In a very small number of cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.</th>
</tr>
</thead>
<tbody>
<tr>
<td>For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child’s year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place.</td>
<td></td>
</tr>
<tr>
<td>Home Addresses</td>
<td>A student's home address is considered to be a residential property that is the child's only or main residence at the time places are allocated and is either;</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>1. Owned by the child's parent(s), or the person with parental responsibility for the child or</td>
</tr>
<tr>
<td></td>
<td>2. Leased to or rented by the child's parent(s), or the person with parental responsibility under lease or written rental agreement of not less that twelve months duration.</td>
</tr>
<tr>
<td></td>
<td>Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.</td>
</tr>
<tr>
<td></td>
<td>Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be Proposed as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the allocation.</td>
</tr>
<tr>
<td></td>
<td>If a student is allocated a place on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.</td>
</tr>
<tr>
<td>Waiting List</td>
<td>If Lordswood Girls' was a parent's preferred choice of school and they have not been allocated a place, they will be informed of their right to appeal and asked if they wish to go on to the waiting list. Waiting lists are maintained for at least one term in the academic year of admission and children will be ranked in the same order as the published oversubscription criteria detailed above.</td>
</tr>
<tr>
<td></td>
<td>Should places become available at Lordswood Girls', an offer to students from the waiting list will be made.</td>
</tr>
<tr>
<td></td>
<td>Inclusion on Lordswood Girls' waiting list does not mean that a place will eventually become available. It may be that those already allocated places do not give them up and that Lordswood Girls' is unable to make further offers in the future.</td>
</tr>
<tr>
<td>Appeals</td>
<td>Appeals are administered by the Local Authority for this Academy. Parents who wish to appeal against the decision to refuse their child admission should contact the School Admissions and Pupil Placements Service on 0121 303 1888 to request an appeal form. Appeals will be heard by an independent panel.</td>
</tr>
<tr>
<td>In Year Applications</td>
<td>Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school.</td>
</tr>
<tr>
<td></td>
<td>On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.</td>
</tr>
<tr>
<td>Admissions into the Lordswood Sixth Form</td>
<td>Lordswood Girls' School and Lordswood Boys' School currently operate a sixth form of around 300 students.</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Admission is based on an assessment of the student's potential to benefit from the curriculum and facilities offered by the school.</td>
</tr>
<tr>
<td></td>
<td>In the event of over-subscription preference will be given to existing pupils, then looked after or previously looked after children, then siblings, applicants to the Basketball and Cricket Academies and then those who live nearest the school</td>
</tr>
</tbody>
</table>

*No supplementary information form is used by Lordswood Girls' School*
**Determined Birmingham School Admission Criteria September 2018**

<table>
<thead>
<tr>
<th>School name</th>
<th>Moseley School</th>
</tr>
</thead>
<tbody>
<tr>
<td>School address</td>
<td>College Road, Moseley, Birmingham, B13 9LR</td>
</tr>
<tr>
<td>Headteacher</td>
<td>Mr C Jansen</td>
</tr>
<tr>
<td>Admission Number</td>
<td>250</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Looked after or previously looked after children.</td>
</tr>
<tr>
<td>2. Brothers or sisters (as defined by the Local Authority) of children at the school in the year of admission.</td>
</tr>
<tr>
<td>3. Distance</td>
</tr>
</tbody>
</table>

**Children with a statement of special educational needs/EHC Plan**

Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the school that is named in the statement/plan. This gives such children overall priority for admission to the named academy. This is not an oversubscription criterion.

**Definition of a Looked after or previously looked after child**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

**Sibling Definition**

Children (siblings) with a brother or sister already at the school who will be in attendance at the time the sibling enters the school.

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

i. have one or both natural parents in common; or
ii. are related by a parent’s marriage; or
iii. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

**Distance – Home to school measurements**

Distances are calculated on the basis of a straight line measurement between the applicant’s home address and the centre point of the school Birmingham Local Authority uses a computerised system called Cartology, which measures all distances in metres. Ordnance
Survey supply the co-ordinates that are used to plot an applicant's home address within this system.

**Shared Responsibility**

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, the child’s main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

**Separating “final qualifier” applications (twins, blocks of flats etc)**

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all of the children, would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.

In the event of twins or multiple birth applicants being offered different schools due to class size legislation, the sibling will be given priority over other applicants on the preferred school’s waiting list.

<table>
<thead>
<tr>
<th>Waiting list</th>
<th>Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In Year Applications</th>
<th>Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appeals</th>
<th>Parents are entitled to appeal if they are not offered a place. The school will follow the local authority procedure.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sixth Form Admission Arrangements and criteria</th>
<th>Admission criteria for entry into the sixth form are related to the courses a pupil wishes to follow. To study:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- level 2 qualifications, 5 GCSEs or equivalent at grade D/E</td>
</tr>
<tr>
<td></td>
<td>- BTEC level 3 and 1 AS, 4 GCSEs or equivalent at grades A*-C</td>
</tr>
<tr>
<td></td>
<td>- 3AS levels or BTEC subsidiary Diploma, 5 GCSEs or equivalent at grade A*-C, including English and Maths at grade A*-C</td>
</tr>
<tr>
<td></td>
<td>- AS levels, 5 GCSEs at grade B or above, including English</td>
</tr>
</tbody>
</table>
and Maths at grade A*-C are required.

A grade B or above is required in the subject to be studied at level 3 except for art, media studies, RE, psychology and sociology where grade C is acceptable.

In the event of oversubscription, the same admissions criteria as the rest of the school would apply.

*No supplementary information form is used by Moseley School*
Ninestiles Academy Trust Mission Statement

Ninestiles Academy Trust will be nationally and internationally acknowledged as a high achieving, innovative and exciting group of schools which recognise and respect the richness and diversity of their communities. The trust will be structured and resourced to meet the needs of 21st century students and pupils. Within a caring environment, we will develop and reinforce the values, skills and attributes which promote good citizenship and lifelong learning. Parents, directors and councillors, and the wider community will work in partnership with our committed, appropriately skilled workforce and our students and pupils, to ensure that high quality learning takes place.

Outcomes will be outstanding.

<table>
<thead>
<tr>
<th>Rationale</th>
<th>Ninestiles Academy Trust comprises five schools, four primary schools and one secondary school. The numbers and criteria for admission are detailed below. In to Reception the following numbers are admitted each September:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erdington Hall Primary School, A Ninestiles Academy</td>
<td>60</td>
</tr>
<tr>
<td>Pegasus Primary School, A Ninestiles Academy</td>
<td>30</td>
</tr>
<tr>
<td>The Oaklands Primary School, A Ninestiles Academy</td>
<td>60</td>
</tr>
<tr>
<td>Yarnfield Primary School, A Ninestiles Academy</td>
<td>90</td>
</tr>
<tr>
<td>In to Year 7; Ninestiles School, An Academy</td>
<td>300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Policy statement</th>
<th>All four primary schools follow the criteria outlined by Birmingham City Council School Admissions and Pupil Placement.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria for admission to Primary School</strong></td>
<td><strong>Use this document</strong></td>
</tr>
<tr>
<td>1. Children in the care of the local authority or who previously were.</td>
<td></td>
</tr>
<tr>
<td>2. Children with a brother or a sister already at the academy who will still be in attendance in September 2015.</td>
<td></td>
</tr>
<tr>
<td>3. Children attending a Ninestiles Trust academy primary</td>
<td></td>
</tr>
<tr>
<td>4. Children who live nearest the academy.</td>
<td></td>
</tr>
<tr>
<td>Within each of these categories, priority is given to those who live nearest the academy, calculated on the basis of a straight-line measurement between home and academy.</td>
<td></td>
</tr>
</tbody>
</table>
Any child with a statement of special educational needs is required to be admitted to the academy that is named in the statement. This gives such children overall priority for admission to the named academy. This is not an oversubscription criterion.

Children in the care of the local authority or who previously were but immediately after being looked after became subject to an adoption, residence, or special guardianship order. Children in the care of the local authority or who previously were (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of children previously in the care of the local authority, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

1. have one or both natural parents in common;
   or
2. are related by a parent’s marriage;
   or
3. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

Children not adopted or fostered or related by a parent’s marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and the front school gates. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address and the address of the academy.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child’s year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place.

In the event of this occurring with twins or other multiple birth applicants, academies will be asked to admit over their Published Admission Number to accommodate the pupils.

Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child’s waiting list position during the year could go up or down. Any applicants will be added to the academy’s list in accordance with the order of priority for offering places. Waiting lists will be
maintained until the end of each academic year.

Appeals are administered by the Local Authority for this Academy. Parents who wish to appeal against the decision to refuse their child admission should contact the School Admissions and Pupil Placements Service on 0121 303 1888 to request an appeal form. Appeals will be heard by an Independent panel.

Applications made outside the normal admissions round (in-year admissions) should be made directly to the academy. Parents/carers can apply for a place for their child at any time and to any academy. On receipt of an in-year application, the academy will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of academy places in Birmingham.

Admission to Ninestiles School, An Academy

300 places are available to children aged 11 by 1st September in the year of entry.

9 of the 300 places are allocated to the Resource Base by the Local Authority, who administer these admissions.

All other applicants will be required to complete an assessment. These assessments will test aptitude in non-verbal reasoning in line with the Government White Paper 'Excellence in Schools'. 30 places (10%300) will be allocated to those students achieving the highest marks in the assessment tests.

Up to 261 places offered using the criteria outlined above and in line with Birmingham City Council School Admissions and Pupil Placement.

1 Children in the care of the local authority or who previously were.

2 Children with a brother or sister already in the school who will be in attendance in September of the year admission is sought – The Local Authority’s sibling definition has been adopted.

3 Children attending Erdington Hall Primary, Pegasus Primary, The Oaklands Primary and Yarnfield Primary at the time of application, who choose to make an application in accordance with Ninestiles School, an Academy’s application procedure.

4 Children living closest to the school.

Distances are calculated on the basis of a straight line measurement between the applicant’s home address and the middle front gate of the school.

The Local Authority’s Distance Definition, Shared Responsibility, and Separating the ‘final qualifier’/Tie Breaker definitions have been adopted by Ninestiles.

All applicants are required to submit a completed Ninestiles application form directly to the school no later than the published date for that year. (Forms available for collection from the school) Parents will be informed of the outcome of the test no later than 31st October.

All Local Authority applications must be submitted to the L.A. in accordance with their outlined procedure and by the date specified.

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:
Priority is given to:
- Children who are in the care of the local authority or who were previously so and have followed our admission process.
- A child in the care of the local authority or previously so but immediately after became subject to an adoption, residence, or special guardianship order.
- A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of children previously in the care of the local authority, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was previously in the care of the local authority immediately prior to that order being made.
- Children who have followed our admissions process and are unsuccessful in gaining a place are given the opportunity to go on the waiting list.

Places will be offered on the basis that they become vacant. If a student is offered a place on distance from the school but no longer requires that place, it will be offered to the child highest on the waiting list in terms of distance.

Similarly, if a place is no longer required by a student who was offered a place because of their performance in the tests, the place will be offered to the child highest on the waiting list in terms of performance in the assessments.

Late entries from children who have moved into the area after the assessment process was completed are positioned on the distance waiting list.

Each added child will require the waiting lists to be ranked again in line with the oversubscription criteria. Waiting lists will remain open until the end of the academic year. Inclusion on Ninestiles waiting list does not mean that a place will eventually become available. It may be that those already allocated places do not give them up and Ninestiles is unable to make further offers in the future.

Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school.

On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.

If you are unsuccessful in your application, you may have your appeal considered by an independent appeals panel convened by the school in accordance with the guidelines issued by the DCSF. All appeals should be addressed to the Chair of Governors at Ninestiles School. These appeals will take place no later than 18th June before admission in September. Appeal forms will be available from the school office.

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Priority is given to
- Children who are in the care of the local authority or who were previously so and have followed our admission process.
- A child in the care of the local authority or previously so but immediately after became subject to an adoption, residence, or special guardianship order.
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<table>
<thead>
<tr>
<th>Monitoring and review</th>
<th>Vice Principal, Support Admissions Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Links</td>
<td>Vice Principal, Support Admissions Officer</td>
</tr>
<tr>
<td>Staff responsible</td>
<td>Board of Directors (Trust Policy)</td>
</tr>
<tr>
<td>Date approved</td>
<td>March 2015</td>
</tr>
<tr>
<td>Review date*</td>
<td>March 2017</td>
</tr>
</tbody>
</table>

*Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next academy council meeting.*
Nishkam High School Year 7 – Determined Admission Arrangements for September 2018

<table>
<thead>
<tr>
<th>School name</th>
<th>Nishkam High School and Sixth Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>School address</td>
<td>Great King Street North, Birmingham B19 2LF</td>
</tr>
<tr>
<td>Headteacher</td>
<td>Damien Kearns</td>
</tr>
<tr>
<td>Contact for Admissions</td>
<td>Ranjit Singh Dhanda</td>
</tr>
<tr>
<td>Admission Number</td>
<td>100</td>
</tr>
</tbody>
</table>

Introduction

The Nishkam High School (NHS) is an exceptional state funded independent school. It is a non-selective inclusive school for both boys and girls aged 11 – 19 years. NHS is a Sikh ethos multi-faith school open to all. The school is a member of the multi-academy trust of schools known as the Nishkam School Trust (NST).

School Vision

To empower children with values to enable them to excel academically and spiritually, enabling them to serve humanity selflessly (*Nishkam*) with an abundance of love, compassion and forgiveness.

Sikh ethos

Encourages pupils to practice their own faith whilst learning about and supporting others to practice their respective faiths.

Multi-faith approach

Encourages and supports pupils of all faiths and none in a context of shared values.

At NHS we believe that all pupils can succeed when given outstanding teaching, pastoral care and family support. We offer academic excellence with faith inspired values. The overall Nishkam approach to education can be summarised as: “More than Academic Excellence, More than a School, More than Self”.

More than Academic Excellence

We offer excellence in education and inspire in pupils a passion for lifelong learning. We provide learning experiences which build character and responsibility. We offer an enhanced National Curriculum to prepare pupils for further study, university, employment and adulthood.

More than a School

We work to foster communities which actively support pupils throughout life, both within and beyond then school gates. We work with parents, families and guiding institutions to ensure pupils are surrounded by positive role models and mentors. These partnerships will provide pupils with the direct experience of civic institutions, industry and commerce, as well as skills in research and innovation.

More than Self

The Nishkam School is driven and sustained by the principle of being ‘*nishkam*’ – a mind-set to serve others without expectation of reward or recognition. Our experience shows that this selfless practice promotes humility and can unlock great potential to transform ourselves and the world around us.
| Background | Applications are welcome from pupils of all faiths and none. Offers will be made according to the oversubscription criteria set out below.  

The Sikh Dharam (faith, religion) is emphatic about respecting all religions and beliefs, and does not seek to convert others.  

The School has a strong Sikh ethos multi-faith approach, promoting respect for all religions and faiths. Further details of the School’s ethos and values are available on the School web-site: www.NishkamSchoolTrust.org |

| Overview of Admissions Process | **How to apply for Year 7 in September 2018**  
The NHS admissions process is administered through the Birmingham “Local Authority Co-ordinated Admissions Scheme”.  

- All applicants must apply to the Local Authority (LA) in which the child lives by completing the Common Application Form (CAF), also known as the Local Authority Preference Form (LAPF).  
- In addition applicants applying for any faith place must also complete the Supplementary Information Form (SIF) and return it to the school by 31st Oct 2017.  

The appropriate form/s must be received on time by the local authority and school respectively. A late application will be considered as ‘In-Year Application’.  

Full details and key dates are provided by each local authority. Many LAS only accept online applications. It’s important to understand your LA admissions guidance, which are available on their website (for example: www.birmingham.gov.uk/schooladmissions) and in council offices.  

**How to make an In-Year application**  
Applications made outside the normal admissions round (also called ‘In-Year admissions’) must be sent directly to the school(s) concerned. The local authority will provide an ‘In-Year’ application form on request. The completed application form must be returned to the school, not to the local authority.  

Applicants applying for any faith place must also complete the Supplementary Information Form (SIF) and return it to the school.  

If a place is available and there is no waiting list then the school will admit the new applicant. If more applications are received than there are places available then all applications on the waiting list will be ranked in accordance with the over-subscription criteria.  

| Children with a Statement of Special Educational Needs | Any child with a Statement Of Special Educational Needs or a Health, Education and Care Plan is required to be admitted to the school that is named in the statement or plan. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion. |

| Over-subscription | Where the number of applications received is fewer than or equal to the admissions number all applicants will be offered a place without being ranked.  

Where the number of applications is greater than the admission number, all applications will be ranked using the oversubscription criteria set out below.  

All applicants for the Faith category who are not offered a place under that category will automatically be considered within the open category according to the oversubscription criteria for that category. |
<table>
<thead>
<tr>
<th>Over-subscription Criteria</th>
<th>Where the number of applicants is greater than the published admission number, up to 50% of places will be offered to each of the following two categories.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1 – Faith based places</td>
<td>Faith based applicants will be ranked in the following order.</td>
</tr>
<tr>
<td>Priority Faith-based places</td>
<td>i. Looked After or Previously Looked-After Children(^1) — applying for a faith place.</td>
</tr>
<tr>
<td></td>
<td>ii. Siblings(^2) — applying for a faith place.</td>
</tr>
<tr>
<td></td>
<td>iii. Children of staff(^3) — applying for a faith place.</td>
</tr>
<tr>
<td></td>
<td>iv. Children in Nishkam Primary School - applying for a faith place.</td>
</tr>
<tr>
<td>Remaining Faith-based places will be allocated in the following order.</td>
<td>i. Child (and/or parent/s or guardian/s) is/are Amritdhari(^4) (formally initiated) Sikhs.</td>
</tr>
<tr>
<td></td>
<td>ii. Keshtdhari Sikh child (has uncut hair).</td>
</tr>
<tr>
<td></td>
<td>iii. Child (and/or parent/s or guardian/s) is/are baptised (or formally initiated) in their respective religion.</td>
</tr>
<tr>
<td>All applicants applying under the Faith category will need to provide confirmation of religious initiation or practice by completing the Supplementary Information Form (SIF) and ensuring sections B or C are countersigned by an appropriate religious official or authorised signatory from an appropriate place of worship. The SIF can be obtained from the school or the school website.</td>
<td></td>
</tr>
<tr>
<td>Category 2 – Open places</td>
<td>Open place applicants will be ranked in the following order.</td>
</tr>
<tr>
<td>Priority Open places</td>
<td>i. Looked After or Previously Looked After Children(^1).</td>
</tr>
<tr>
<td></td>
<td>ii. Siblings(^5).</td>
</tr>
<tr>
<td></td>
<td>iii. Children of staff(^3).</td>
</tr>
<tr>
<td></td>
<td>iv. Children in Nishkam Primary School.</td>
</tr>
<tr>
<td>All other open place applicants will be ranked by proximity to the School using the distance data supplied by the Local Authority.</td>
<td></td>
</tr>
<tr>
<td>Under-subscription and over-subscription within a category</td>
<td>The following process will be followed when the 'faith' and/or 'open' place categories are undersubscribed or oversubscribed.</td>
</tr>
<tr>
<td>a. Undersubscription within a category</td>
<td>If the school is undersubscribed within the Faith category, additional offers will be made to children from the Open category until the admission number of 100 is met or all applicants have been offered a place. All applicants for the Faith category who are not offered a place under that category will automatically be considered within the open category.</td>
</tr>
<tr>
<td>b. Oversubscription within a category</td>
<td>Where the number of applications is greater than the admission number, all applications will be ranked using the oversubscription criteria set out above. Thereafter, all other applications will be ranked using proximity to the school based on the distance data provided by Birmingham Local Authority.</td>
</tr>
<tr>
<td>Tie-break</td>
<td>If a tie-break is necessary due to applicants living equidistant from the school, the place will be decided and offered using the local authority's computerised random selection procedure.</td>
</tr>
</tbody>
</table>
Waiting list

The school will maintain a waiting list until the end of the first academic term of the year. Places will be allocated in priority order of the oversubscription criteria. Each added child will require the list to be ranked again in line with the oversubscription criteria.

Appeals

Appeals against a decision not to offer your child a school place are administered by the School Admissions and Pupil Placements Service, Birmingham City Council. Full details are available on the following link: http://www.birmingham.gov.uk/cs/Satellite/sae?packedargs=website%3D48&rendermode=live

Definitions

1. "Looked after children – children in public care", as required by the Education (Admission of Looked after Children) (England) Regulations 2006. First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

(An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child’s special guardian [or special guardians]).

2. "Sibling". Where a child has a brother/sister, half-brother/sister (where the children share one common parent), step brother/step sister or fostered/adopted sibling living at the same home address (i.e. the genuine principal place of residence where they normally and regularly live) and who will be still attending Nishkam High School in September 2018.

(Where parents have a shared responsibility for a child and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week [i.e. three out of the five days]. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes).

3. "Staff". Children of staff who have been employed at the school or Nishkam School Trust for at least two years at the time at which the application for admission to the school is made, or a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. "Amritdhari (formally initiated) Sikh" is defined in these arrangements as those who have undergone the Khanda-ki-Pehul Amrit Sanchar initiation.

*A supplementary information form is used by Nishkam High School.*
Supplementary Information Form for Year 7 Admission in Sept 2018
To be completed by all applicants applying for a faith based place

Section A: About you and your child

<table>
<thead>
<tr>
<th>Full name of child</th>
<th>Name of parent or guardian</th>
<th>Post code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of birth (mm/dd/yyyy)</th>
<th>Home address</th>
</tr>
</thead>
<tbody>
<tr>
<td>(between 01/09/06 - 31/08/07)</td>
<td></td>
</tr>
</tbody>
</table>

Section B: Confirmation that a Sikh applicant/parent/guardian is/are Amritdhari or the applicant is Keshtdhari.

**Confirmation to be made by an authorised signatory of a Gurudwara or an appropriate Sikh religious official.**

1. I confirm that the child named above was initiated as a Khalsa with Khanda-di-Pahul during the Amrit Sanchar initiation held on (date) at (Name of organising Gurudwara/Jatha/Dharmic event).
2. I confirm that the parent/guardian named above was initiated as a Khalsa with Khanda-di-Pahul during the Amrit Sanchar initiation held on (date) at (Name of organising Gurudwara/Jatha/Dharmic event).
3. I confirm that the child named above is Keshtdhari (has uncut hair).

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Official stamp of Gurudwara/organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Name of Gurudwara</th>
<th>Post code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Tel</th>
<th>Date</th>
</tr>
</thead>
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<td></td>
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</tbody>
</table>

Section C: Confirmation that the applicant/parent/guardian of another religion is/are baptised (or formally initiated into that religion).

**Confirmation by appropriate religious official of the place of worship or an authorised signatory.**

1. I confirm that the child and parent/guardian named above are known to me.
2. I confirm that the applicant (and/or parent or guardian) named above was/were are baptised (or formally initiated into the (name of religion/faith) at (name of Church/place of worship/religious event) on (date) .......

Copies of baptism certificates or similar evidence may be submitted in addition to fully completing this form.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Official stamp of place of worship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Place of worship</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Post code</th>
<th>Tel</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Section D: Confirmation by parent or guardian.

Please read and sign to confirm each of the following statements.
1. I confirm that the information given in this form is accurate and true.
2. I understand that any intentionally misleading or fraudulent information provided about me or my child may result in the cancelation of my application and withdrawal of any place offered.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationship to child</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NB No further evidence is needed if this form is properly completed. Any additional evidence, such as a letter from a Gurudwara or place of worship, will only be considered if it addresses the School's admissions criteria, other factors cannot be considered.

For office use only

Date received: Follow-up actions and dates:
Nishkam High School – Determined Sixth Form Admission Arrangements for September 2018

<table>
<thead>
<tr>
<th>School name</th>
<th>Nishkam High School and Sixth Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>School address</td>
<td>Great King Street North, Birmingham B19 2LF</td>
</tr>
<tr>
<td>Headteacher</td>
<td>Damien Kearns Tel no.: 0121 348 7660</td>
</tr>
<tr>
<td>Contact for Admissions</td>
<td>Ranjit Singh Dhanda Tel no.: 0121 348 7660</td>
</tr>
<tr>
<td>Admission Number</td>
<td>100</td>
</tr>
</tbody>
</table>

Introduction
The Nishkam High School (NHS) is an exceptional state funded independent school. It is a non-selective inclusive school for both boys and girls aged 11 – 19 years. NHS is a Sikh ethos multi-faith school open to all. The school is a member of the multi-academy trust of schools known as the Nishkam School Trust (NST).

School Vision
To empower children with values to enable them to excel academically and spiritually, enabling them to serve humanity selflessly (Nishkam) with an abundance of love, compassion and forgiveness.

Sikh ethos
Encourages pupils to practice their own faith whilst learning about and supporting others to practice their respective faiths.

Multi-faith approach
Encourages and supports pupils of all faiths and none in a context of shared values.

Sixth Form Pupils
We see the Sixth Form students as ‘role models’ and ‘school leaders’ for all pupils and they will be expected to take positions of responsibility, leadership and support younger pupils. They will need to demonstrate good behaviour and a commitment to academic study.

At NHS we believe that all pupils can succeed when given outstanding teaching, pastoral care and family support. We offer academic excellence with faith inspired values. The overall Nishkam approach to education can be summarised as: "More than Academic Excellence, More than a School, More than Self".

More than Academic Excellence
We offer excellence in education and inspire in students a passion for lifelong learning. We provide learning experiences which build character and responsibility. We offer an enhanced National Curriculum to prepare students for further study, university, employment and adulthood.

More than a School
We work to foster communities which actively support students throughout life, both within and beyond then school gates. We work with parents, families and guiding institutions to ensure pupils are surrounded by positive role models and mentors. These partnerships will provide pupils with the direct experience of civic institutions, industry and commerce, as well as skills in research and innovation.

More than Self
The Nishkam School is driven and sustained by the principle of being ‘nishkam’ – a mind-set to serve others without expectation of reward or recognition. Our experience shows that this selfless practice promotes humility and can unlock great potential to transform ourselves and the world around us.
| Background | Applications are welcome from pupils of all faiths and none. Offers will be made according to the oversubscription criteria set out below.

The Sikh *Dharam* (faith, religion) is emphatic about respecting all religions and beliefs, and does not seek to convert others.

The School has a strong Sikh ethos multi-faith approach, promoting respect for all religions and faiths. Further details of the School’s ethos and values are available on the School web-site: [www.NishkamSchoolTrust.org](http://www.NishkamSchoolTrust.org) |
|---|---|
| Overview of Admissions Process | Applications for the Sixth Form must be made directly to the school. All applicants will need to complete an application form and those applying for a faith based place will also need to complete a Supplementary Information Form (SIF). Both forms are available from the School or School web-site.

Admission into Year 12 will be based on academic attainment and suitability of the courses to meet individual student needs.

All admissions will be determined by use of the criteria detailed below. |
| Method of Application | Prospectuses and application forms will be published during the Autumn Term each year. All current Nishkam students will be invited to an Open Evening, and the event will be marketed locally and on the school website. The Sixth Form prospectus and application form will be specifically issued to:

- All current Year 11 students at Nishkam High School
- Students visiting from other education establishments
- Those making specific requests by contacting the school.

Information, advice and guidance meetings are set up for every prospective Sixth Form student, with their parents, to provide expert professional support at a critical time of decision.

The admission number for external applications is a minimum of fifteen. |
| Entry requirements. | For A level Courses – a minimum of 5 GCSEs at Grade B or higher (to include Mathematics and English).

Students who do not meet the entry criteria can discuss the courses that they want to follow with the Assistant Principal (Sixth Form) and may be given permission to join in exceptional circumstances. |
| Over-subscription | Where the number of eligible applications received is fewer than the admissions number all applicants will be offered a place without being ranked.

Where the number of eligible applications is greater than the admission number, all applications will be ranked using the oversubscription criteria set out below.

All applicants for the Faith category who are not offered a place under that category will automatically be considered within the open category according to the oversubscription criteria for that category. |
<table>
<thead>
<tr>
<th>Over-subscription Criteria</th>
<th>Where the number of applicants is greater than the published admission number, up to 50% of places will be offered to each of the following two categories.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1 – Faith-based places</td>
<td>Eligible faith based applicants will be ranked in the following order.</td>
</tr>
<tr>
<td>Priority Faith-based places</td>
<td>i. Looked After or Previously Looked-After Children¹ – applying for a faith place.</td>
</tr>
<tr>
<td></td>
<td>ii. Siblings² – applying for a faith place.</td>
</tr>
<tr>
<td></td>
<td>iii. Children of staff³ – applying for a faith place.</td>
</tr>
<tr>
<td></td>
<td>iv. Students in Nishkam High School - applying for a faith place.</td>
</tr>
<tr>
<td>Remaining Faith-based places will be allocated in the following order.</td>
<td>i. Student (and/or parent/s or guardian/s) is/are Amritdhari⁷ (formally initiated) Sikhs.</td>
</tr>
<tr>
<td></td>
<td>ii. Keshadhari Sikh student (has uncut hair).</td>
</tr>
<tr>
<td></td>
<td>iii. Student (and/or parent/s or guardian/s) is/are baptised (or formally initiated) in their respective religion.</td>
</tr>
</tbody>
</table>

All applicants applying under the Faith category will need to provide confirmation of religious initiation or practice by completing the Supplementary Information Form (SIF) and ensuring sections B or C are countersigned by an appropriate religious official or authorised signatory from an appropriate place of worship. The SIF can be obtained from the school or the school website.

Category 2 – Open places
Open place applicants will be ranked in the following order.

Priority Open places
i. Looked After or Previously Looked After Children¹.
ii. Siblings².
iii. Children of staff³.
iv. Students in Nishkam High School.

All other open place applicants will be ranked by proximity to the School using the distance data supplied by the Local Authority.

Under-subscription and over-subscription within a category
The following process will be followed when the ‘faith’ and/or ‘open’ place categories are undersubscribed or oversubscribed.

a. Undersubscription within a category
   If the school is undersubscribed within the Faith category, additional offers will be made to students from the Open category until the admission number of 100 is met or all applicants have been offered a place. All applicants for the Faith category who are not offered a place under that category will automatically be considered within the open category.

b. Oversubscription within a category
   Where the number of applications is greater than the admission number, all applications will be ranked using the oversubscription criteria set out above. Thereafter, all other applications will be ranked using proximity to the school based on the distance data provided by Birmingham Local Authority.

All applicants applying under the Faith category will need to provide confirmation of religious initiation by completing the Supplementary Information Form (SIF) and ensuring sections B or C are countersigned by an appropriate authorised person at the appropriate place of worship.

Nishkam High School – Sixth Form Admission arrangements for September 2018 v2.
<table>
<thead>
<tr>
<th>Tie-break</th>
<th>If a tie-break is necessary due to applicants living equidistant from the school, the place will be decided and offered using the local authority’s computerised random selection procedure.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting list</td>
<td>The school will maintain a waiting list until the end of the first academic term of the year. Places will be allocated in priority order of the oversubscription criteria. Each added student will require the list to be ranked again using the oversubscription criteria.</td>
</tr>
<tr>
<td>Appeals</td>
<td>Appeals against a decision not to offer you a school place are administered by the School Admissions and Pupil Placements Service, Birmingham City Council. Full details are available on the following link: <a href="http://www.birmingham.gov.uk/cs/Satellite/sae?packedargs=website%3D4&amp;rendemode=live">http://www.birmingham.gov.uk/cs/Satellite/sae?packedargs=website%3D4&amp;rendemode=live</a></td>
</tr>
<tr>
<td>Definitions</td>
<td>1 “Looked after children – children in public care”, as required by the Education (Admission of Looked after Children) (England) Regulations 2006. First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. (An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child’s special guardian [or special guardians]).</td>
</tr>
<tr>
<td></td>
<td>2 ‘Sibling’. Where a child has a brother/sister, half-brother/sister (where the children share one common parent), step brother/step sister or fostered/adopted sibling living at the same home address (i.e. the genuine principal place of residence where they normally and regularly live) and who will be still attending Nishkam High School in September 2018.</td>
</tr>
<tr>
<td></td>
<td>3 ‘Staff’. Children of staff who have been employed at the school or Nishkam School Trust for at least two years at the time at which the application for admission to the school is made, or a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.</td>
</tr>
<tr>
<td></td>
<td>4 ‘Amritdhari’ (formally initiated) Sikh is defined in these arrangements as those who have undergone the Khanda-ki-Pahul Amrit Sanchar initiation.</td>
</tr>
</tbody>
</table>

*A supplementary information form is used by Nishkam High School.*
Supplementary Information Form for Year 12 Admission in Sept 2018
To be completed by all applicants applying for a faith based place

Section A: About the applicant

<table>
<thead>
<tr>
<th>Full name of applicant</th>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Home address</td>
<td>Post code</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section B: Confirmation that a Sikh applicant/parent/guardian is/are Amritdhari or the applicant is Keshadhari.

**Confirmation to be made by an authorised signatory of a Gurudwara or an appropriate Sikh religious official.**

1. I confirm that the applicant named above was initiated as a Khalsa with Khanda-di-Pahul during the Amrit Sanchar initiation held on (date) ............... at .......................................................... (Name of organizing Gurudwara/Jatha/Dharmic event).
2. I confirm that the parent/guardian named above was initiated as a Khalsa with Khanda-di-Pahul during the Amrit Sanchar initiation held on (date) ............... at .......................................................... (Name of organizing Gurudwara/Jatha/Dharmic event).
3. I confirm that the applicant named above is Keshadhari (has uncut hair).

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Official stamp of Gurudwara/organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Name of Gurudwara</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Post code</th>
<th>Tel</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section C: Confirmation that the applicant/parent/guardian of another religion is/are baptised (or formally initiated into that religion).

**Confirmation by appropriate religious official of the place of worship or an authorised signatory.**

1. I confirm that the child and parent/guardian are known to me.
2. I confirm that the applicant (and/or parent or guardian) named above was/were baptised (or formally initiated) into the (name of religion/faith) ................................................. at (name of Church/place of worship/religious event) ..................................................... on (date) ...............  

Copies of baptism certificates or similar evidence may be submitted in addition to fully completing this form.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Official stamp of place of worship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Name of place of worship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Post code</th>
<th>Tel</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section D: Confirmation by applicant/parent or guardian.

Please read and sign to confirm each of the following statements.
1. I confirm that the information given in this form is accurate and true.
2. I understand that any intentionally misleading or fraudulent information provided about me or my child may result in the cancelation of my application and withdrawal of any place offered.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signed</th>
<th>Relationship to applicant (if applicable)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NB No further evidence is needed if this form is properly completed. Any additional evidence, such as a letter from a Gurudwara or place of worship, will only be considered if it addresses the School’s admissions criteria, other factors cannot be considered.

For office use only
Date received: Follow-up actions and dates:
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Looked after or previously looked after children.</td>
<td></td>
</tr>
<tr>
<td>2. Children with a brother or a sister already at the school who will still be in attendance in September 2018</td>
<td></td>
</tr>
<tr>
<td>3. Children who live nearest the school.</td>
<td>Within each of these categories, priority is given to those who live nearest the school, calculated on the basis of a straight-line measurement between home and school.</td>
</tr>
<tr>
<td>Children with a statement of special educational needs/EHC Plan</td>
<td>Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the academy that is named in the statement/plan. This gives such children overall priority for admission to the named academy. This is not an oversubscription criterion.</td>
</tr>
<tr>
<td>Looked after or previously looked after children</td>
<td>A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.</td>
</tr>
<tr>
<td>Sibling</td>
<td>Siblings (brothers or sisters) are considered to be those children who live at the same address and either:</td>
</tr>
<tr>
<td></td>
<td>i. have one or both natural parents in common;</td>
</tr>
<tr>
<td></td>
<td>ii. are related by a parent’s marriage;</td>
</tr>
<tr>
<td></td>
<td>iii. are adopted or fostered by a common parent.</td>
</tr>
<tr>
<td></td>
<td>Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.</td>
</tr>
<tr>
<td></td>
<td>Children not adopted or fostered or related by a parent’s marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.</td>
</tr>
<tr>
<td>Distance</td>
<td>Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and the front gates. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address and the address of the school.</td>
</tr>
<tr>
<td>Shared</td>
<td>Where parents have shared responsibility for a child, and the child is living at the same address with one parent. This includes situations where -</td>
</tr>
<tr>
<td>Responsibility</td>
<td>lives with both parents for part of the week, then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.</td>
</tr>
<tr>
<td>Final Qualifier</td>
<td>In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child’s year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place. In the event of this occurring with twins or other multiple birth applicants, schools will be asked to admit over their Published Admission Number to accommodate the pupils.</td>
</tr>
<tr>
<td>Waiting Lists</td>
<td>Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child’s waiting list position during the year could go up or down. Any applicants will be added to the Academy’s list in accordance with the order of priority for offering places. Waiting lists will be maintained until the end of each academic year.</td>
</tr>
<tr>
<td>In Year Applications</td>
<td>Applications made outside the normal admissions round (in-year admissions) should be made directly to the academy. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.</td>
</tr>
<tr>
<td>Appeals</td>
<td>Appeals are administered by the Local Authority for this Academy. Parents who wish to appeal against the decision to refuse their child admission should contact the School Admissions and Pupil Placements Service on 0121 303 1888 to request an appeal form. Appeals will be heard by an independent panel.</td>
</tr>
<tr>
<td>Year 12 Admissions</td>
<td>From where do we recruit? The sixth form recruits the majority of its students from Year 11 and a small but significant minority from local schools. For entry into Year 12 in September 2017 the number of external candidates is expected to be 10. How do we recruit? A post 16 Evening in October/November and through taster sessions in Years 10 and 11, Transition assemblies and whole school and Year Assemblies. What are the entrance requirements? 'A' Level/BTEC National Diplomas Level 3: A minimum of 5 GCSE’s at Grade C and above usually to include Maths and English. What else is considered?</td>
</tr>
</tbody>
</table>
Suitability for appropriate courses is discussed at a meeting where advice and entry requirements will be given and followed up with discussions with teaching staff.

**External Students**
External students are welcome to apply and are considered using the same criteria as above. There is no charge or cost directly associated with admission to this Academy.

**Oversubscription for External Students**
In the event of oversubscription preference will be given to:
- Looked after or previously looked after children; and then those who
  live closest to the school (according to the straight-line distance between home and school).

*No supplementary information form is used by North Birmingham Academy*
Please see the Birmingham City Council's website for information regarding our consultation and determined admission arrangements for 2018/2019.

ADMISSIONS TO PERRY BEECHES THE ACADEMY 2018-2019

SECONDARY SCHOOL TRANSFER

In Year 5 your child’s primary school will receive a small supply of the “Opportunities for your child in Birmingham – Secondary Education” booklet, which contains all the necessary information regarding the transfer process into Secondary Education. Each child will also be provided with a ‘Secondary Schools Open Sessions’ leaflet which contains the dates and times of Birmingham School’s individual Open Days and Open Evenings. Both the booklet and open sessions leaflet are also available to view in libraries or on the Birmingham Local Education Authority website: www.birmingham.gov.uk/schooladmissions

Although we are now an Academy, the school still follows the admission procedures of Birmingham Local Education Authority.

You can apply online for your child’s secondary school place at www.birmingham.gov.uk/schooladmissions to complete the Birmingham Local Authority Preference form.

All offers of Secondary School places are made on 1 March (or the next working day) each year. If places become available throughout the Summer Term offers will be made from the waiting list. The admissions limit for Perry Beeches The Academy is 180 students in each year group.

Any child with a statement of special educational needs is required to be admitted to the academy that is named in the statement. This gives such children overall priority for admission to the named academy. This is not an oversubscription criterion.

Perry Beeches The Academy will use the following criteria to allocate school places in all year groups:

1. Looked after children (in Public Care) or previously looked after children.

2. Children with a brother or sister already at the school who will still be in attendance at the time the sibling enters the school.

3. Children of staff at the school
   Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
   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.
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children who live nearest the school
   Within each of these categories, priority is given to those who live nearest the school calculated on the basis of a straight-line measurement between home and school.

Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and the main school gates. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to pilot an applicant’s home address and the address of the school.
Parents should, however, bear in mind that it is important that the school preference form is completed even if there are older siblings at the school.

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- i. have one or both natural parents in common;
- or ii. are related by a parent’s marriage;
- or iii. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

Children not adopted or fostered or related by a parent’s marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be proposed as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child’s year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place. In the event of this occurring with twins or other multiple birth applicants, academies will be asked to admit over their Published Admission Number to accommodate the pupils.

Birmingham Local Authority will only consider applications received after 31st October 2017 (the final closing date) for Year 7 September 2018 in exceptional circumstances. Once Birmingham Local Authority has exchanged provisional offers with other admitting authorities (in December 2017) it will not be able to consider any late applications for an oversubscribed school until after the offer of places (1st March 2018).

Parents whose children have not been offered their preferred school will be informed of their right of appeal. Appeals will be considered by an Independent Appeal Panel. Children will also be added to the school’s waiting list in accordance with the oversubscription criteria. The waiting list will be kept until 31st December 2018.

If you live outside Birmingham but wish to apply for a Birmingham School or Academy, you must apply to your own Local Authority (your home Authority). Your Local Authority will then send your details to Birmingham Local Authority on your behalf, who in turn will forward it onto the school.

In Year Admissions

Applications made outside the normal admissions round (in-year admissions) should be made directly to the academy. Parents/carers can apply for a place for their child at any time and to any academy. On receipt of an in-year application, the academy will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of academy places in Birmingham.

Information regarding Birmingham Local Authority In Year Admissions and the application form can be found here: www.birmingham.gov.uk/school_admissions

Please do not hesitate to contact us on 0121 360 4242 and speak to Lynn Gabriel, Admissions, if you have a particular enquiry.

Our admission arrangements will remain unchanged and will follow all Birmingham City Council Admission regulations. However if you are still unclear please contact Birmingham City Council via their website www.birmingham.gov.uk/school_admissions
Please see the Birmingham City Councils Website for information regarding our consultation and determined admission arrangements for 2018/2019.

ADMISSIONS TO PERRY BEECHES II THE FREE SCHOOL 2018-2019

SECONDARY SCHOOL TRANSFER

In Year 5 your child’s primary school will receive a small supply of the “Opportunities for your child in Birmingham – Secondary Education” booklet, which contains all the necessary information regarding the transfer process into Secondary Education. Each child will also be provided with a ‘Secondary Schools Open Sessions’ which contains the dates and times of Birmingham School’s individual Open Days and Open Evenings. Both the booklet and open sessions leaflet are also available to view in libraries or on the Birmingham Local Education Authority website: www.birmingham.gov.uk/schooladmissions

Although we are now a Free School, the school still follows the admission procedures of Birmingham Local Education Authority.

You can apply online for your child’s secondary school place at www.birmingham.gov.uk/schooladmissions to complete the Birmingham Local Authority Preference form.

All offers of Secondary School places are made on 1 March (or the next working day) each year. If places become available throughout the Summer Term offers will be made from the waiting list. The admissions limit for Perry Beeches II The Free School is 100 students in each year group.

Any child with a statement of special educational needs is required to be admitted to the Free School that is named in the statement. This gives such children overall priority for admission to the named Free School. This is not an oversubscription criterion.

Perry Beeches II The Free School will use the following criteria to allocate school places in all year groups:

1. Looked after children (in Public Care) or previously looked after children.

2. Children with a brother or sister already at the school who will still be in attendance at the time the sibling enters the school.

3. Children of staff at the school
Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
   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.
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children who live nearest the school
Within each of these categories, priority is given to those who live nearest the school calculated on the basis of a straight-line measurement between home and school.

Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and the main school gates. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to pilot an applicant’s home address and the address of the school.
Parents should, however, bear in mind that it is important that the school preference form is completed even if there are older siblings at the school.

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
   i. have one or both natural parents in common;
   or
   ii. are related by a parent’s marriage;
   or
   iii. are adopted or fostered by a common parent.
Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings. Children not adopted or fostered or related by a parent’s marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be proposed as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and Free School is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child’s year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place. In the event of this occurring with twins or other multiple birth applicants, Free Schools will be asked to admit over their Published Admission Number to accommodate the pupils.

Birmingham Local Authority will only consider applications received after 31st October 2016 (the final closing date) for Year 7 September 2017 in exceptional circumstances. Once Birmingham Local Authority has exchanged provisional offers with other admitting authorities (in December 2016) it will not be able to consider any late applications for an oversubscribed school until after the offer of places (1st March 2017).

Parents whose children have not been offered their preferred school will be informed of their right of appeal. Appeals will be considered by an Independent Appeal Panel. Children will also be added to the school’s waiting list in accordance to the oversubscription criteria. The waiting list will be kept until 31st December 2017.

If you live outside Birmingham but wish to apply for a Birmingham School or Academy, you must apply to your own Local Authority (your home Authority). Your Local Authority will then send your details to Birmingham Local Authority on your behalf, who in turn will forward it onto the school.

In Year Admissions

Applications made outside the normal admissions round (in-year admissions) should be made directly to the Free School. Parents/carers can apply for a place for their child at any time and to any Free School. On receipt of an in-year application, the Free School will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of Free School places in Birmingham.

Information regarding Birmingham Local Authority In Year Admissions and the application form can be found here: www.birmingham.gov.uk/school admissions

Sixth Form Admission Arrangements and Criteria

- Sixth Form Capacity: Year 12 - 60
- Admission number of external applicants: 60
- Minimum Academic Entrance Requirements: 5 A* - C including English & Maths, plus a grade B in the chosen A level subject (or related subject)
- In the event of oversubscription preference will be given to:
  1. Looked after or previously looked after children
  2. Children with a brother or sister currently attending the school (please see page 1 of our admission policy for the full sibling definitions)
3. Distance from the school using a straight line measurement

Please do not hesitate to contact us on 0121 270 8090 and speak to Matthew Fell, Admissions, if you have a particular enquiry.

Our admission arrangements will remain unchanged and will follow all Birmingham City Council Admission regulations. However if you are still unclear please contact Birmingham City Council via their website www.birmingham.gov.uk/school-admissions
Please see the Birmingham City Councils Website for information regarding our consultation and determined admission arrangements for 2018/2019.

ADMISSIONS TO PERRY BEECHES III THE FREE SCHOOL 2018-2019

SECONDARY SCHOOL TRANSFER

In Year 5 your child's primary school will receive a small supply of the "Opportunities for your child in Birmingham - Secondary Education" booklet, which contains all the necessary information regarding the transfer process into Secondary Education. Each child will also be provided with a 'Secondary Schools Open Sessions' which contains the dates and times of Birmingham School's individual Open Days and Open Evenings. Both the booklet and open sessions leaflet are also available to view in libraries or on the Birmingham Local Education Authority website: www.birmingham.gov.uk/school-admissions

Although we are now a Free School, the school still follows the admission procedures of Birmingham Local Education Authority.

You can apply online for your child's secondary school place at www.birmingham.gov.uk/schooladmissions to complete the Birmingham Local Authority Preference form.

All offers of Secondary School places are made on 1 March (or the next working day) each year. If places become available throughout the Summer Term offers will be made from the waiting list. The admissions limit for Perry Beeches III The Free School is 100 students in each year group.

Any child with a statement of special educational needs is required to be admitted to the Free School that is named in the statement. This gives such children overall priority for admission to the named Free School. This is not an oversubscription criterion.

Perry Beeches III The Free School will use the following criteria to allocate school places in all year groups:

1. Looked after children (in Public Care) or previously looked after children.

2. Children with a brother or sister already at the school who will still be in attendance at the time the sibling enters the school.

3. Children of staff at the school
Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
  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.  
  b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children who live nearest the school
Within each of these categories, priority is given to those who live nearest the school calculated on the basis of a straight-line measurement between home and school.

Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and the main school gates. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to pilot an applicant's home address and the address of the school.
Parents should, however, bear in mind that it is important that the school preference form is completed even if there are older siblings at the school.

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

i. have one or both natural parents in common;

or

ii. are related by a parent's marriage;

or

iii. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

Children not adopted or fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be proposed as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and Free School is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place. In the event of this occurring with twins or other multiple birth applicants, Free Schools will be asked to admit over their Published Admission Number to accommodate the pupils.

Birmingham Local Authority will only consider applications received after 31st October 2016 (the final closing date) for Year 7 September 2017 in exceptional circumstances. Once Birmingham Local Authority has exchanged provisional offers with other admitting authorities (in December 2016) it will not be able to consider any late applications for an oversubscribed school until after the offer of places (1st March 2017).

Parents whose children have not been offered their preferred school will be informed of their right of appeal. Appeals will be considered by an Independent Appeal Panel. Children will also be added to the school's waiting list in accordance to the oversubscription criteria. The waiting list will be kept until 31st December 2017.

If you live outside Birmingham but wish to apply for a Birmingham School or Academy, you must apply to your own Local Authority (your home Authority). Your Local Authority will then send your details to Birmingham Local Authority on your behalf, who in turn will forward it onto the school.

In Year Admissions

Applications made outside the normal admissions round (in-year admissions) should be made directly to the Free School. Parents/carers can apply for a place for their child at any time and to any Free School. On receipt of an in-year application, the Free School will notify the local authority of both the application and its outcome, to allow the Local Authority to keep up to date with figures on the availability of Free School places in Birmingham.

Information regarding Birmingham Local Authority In Year Admissions and the application form can be found here: www.birmingham.gov.uk/school_admissions

Please do not hesitate to contact us on 0121 647 2760 and speak to Jodie Breakwell, Admissions, if you have a particular enquiry.

Our admission arrangements will remain unchanged and will follow all Birmingham City Council Admission regulations. However if you are still unclear please contact Birmingham City Council via their website www.birmingham.gov.uk/school_admissions
Perry Beeches V Admission Statement

How places are offered

Any child with a statement of special educational needs is required to be admitted to the Free School that is named in the statement. This gives such children overall priority for admission to the named Free School. This is not an oversubscription criterion.

Perry Beeches V The Free School will use the following criteria to allocate school places in all year groups:

1. Looked after children (in Public Care) or previously looked after children.

2. Children with a younger (including Nursery) or older sibling already at the school who will still be in attendance at the time the sibling enters the school.

3. Children of staff at the school. Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
   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.
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children attending the nursery in the case of admission to Reception Class at the school.

5. Children who live nearest the school.
Please see the Birmingham City Council's Website for information regarding our consultation and determined admission arrangements for 2018/2019.

ADMISSIONS TO PERRY BEECHES IV THE FREE SCHOOL 2018-2019

SECONDARY SCHOOL TRANSFER

In Year 6 your child’s primary school will receive a small supply of the "Opportunities for your child in Birmingham - Secondary Education" booklet, which contains all the necessary information regarding the transfer process into Secondary Education. Each child will also be provided with a ‘Secondary Schools Open Sessions’ which contains the dates and times of Birmingham School’s individual Open Days and Open Evenings. Both the booklet and open sessions leaflet are also available to view in libraries or on the Birmingham Local Education Authority website: www.birmingham.gov.uk/school admissions

Although we are now a Free School, the school still follows the admission procedures of Birmingham Local Education Authority.

You can apply online for your child’s secondary school place at www.birmingham.gov.uk/schooladmissions to complete the Birmingham Local Authority Preference form.

All offers of Secondary School places are made on 1 March (or the next working day) each year. If places become available throughout the Summer Term offers will be made from the waiting list. The admissions limit for Perry Beeches IV The Free School is 100 students in each year group.

Any child with a statement of special educational needs is required to be admitted to the Free School that is named in the statement. This gives such children overall priority for admission to the named Free School. This is not an oversubscription criterion.

Perry Beeches IV The Free School will use the following criteria to allocate school places in all year groups:

1. Looked after children (in Public Care) or previously looked after children.

2. Children with a brother or sister already at the school who will still be in attendance at the time the sibling enters the school.

3. Children of staff at the school
   Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
   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.
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children who live nearest the school
   Within each of these categories, priority is given to those who live nearest the school calculated on the basis of a straight-line measurement between home and school.

Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and the main school gates. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to pilot an applicant’s home address and the address of the school.
Parents should, however, bear in mind that it is important that the school preference form is completed even if there are older siblings at the school.

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- have one or both natural parents in common;
- are related by a parent’s marriage;
- are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

Children not adopted or fostered or related by a parent’s marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be proposed as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and Free School is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child’s year group to be exceeded, the Local Authority will use a computerised system to randomly select the child to be offered the final place. In the event of this occurring with twins or other multiple birth applicants, Free Schools will be asked to admit over their Published Admission Number to accommodate the pupils.

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In Year Admissions

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Information regarding Birmingham Local Authority In Year Admissions and the application form can be found here: www.birmingham.gov.uk/school admissions

Please do not hesitate to contact us on 0121 289 3944 and speak to Payge Patel, Admissions, if you have a particular enquiry.

Our admission arrangements will remain unchanged and will follow all Birmingham City Council Admission regulations. However if you are still unclear please contact Birmingham City Council via their website www.birmingham.gov.uk/school admissions