

# Small Heath School and Sixth Form Centre

## Admissions Policy

### 1. Introduction

The Governors have strategic responsibility for the oversight of admission of pupils to the school. This responsibility is discharged through its Admissions and Admissions Appeals Committees and, for operational purposes, by the Head teacher.

### 2. Admission of Pupils into Year 7 each Academic Year

Each academic year the school admits 210 pupils into Year 7.

Children with a statement of educational needs (SEN) that names the school in their statement are required to be admitted to the school. This gives any such child overall priority for admission.

If more than 210 applications are received before the deadline for admission priority is assigned to these according to the following criteria:

- 1 Children in public care.
- 2 Siblings.  
The Birmingham authority's 'sibling' definition has been adopted.
- 3 Those living nearest to the school, the distance being measured in a straight line from the centre of each school site to the applicant's home address with those living nearer being accorded the higher priority. The distance measurement used for each child will be the measurement to the nearest site. The local authority uses a computerised system, which measures all distances in meters. Ordnance Survey supply the coordinates that are used to plot an applicant's home address within this system. [Proof of residence will be required; the offer of a place may be withdrawn if proof of residency is not met.]

The following timetable has been adopted.

**July** – brochures and letters of invitation to attend an open evening are distributed to Year 6 pupils at Oldknow, Regents Park, Somerville, Montgomery, Marlborough, Wyndcliffe, Bordesley Green, Redhill, Starbank and St Andrews Junior schools.

**Late September** - an open evening is held, parents are informed of date(s) via the Secondary Education information issued to all parents by Birmingham LA. Parents unable to attend may arrange visits at other times.

Pupils are offered places by the LA on 1st March (or the next working if this is a weekend).

All parents whose applications for admission of their child are refused are notified of their right to appeal.

### Waiting lists

The school intends to hold waiting lists for any oversubscribed year group after the 1<sup>st</sup> September. Applications for inclusion on a waiting list must be made on the school's appropriate form and they will be ranked according to our oversubscription criteria as described above. We have to admit any pupil who is the subject of a 'direction' by the LA or allocated to us according to the Fair Access Protocol and any such pupil will take precedence over the waiting list.

### **Appeals**

If you are not offered a place at our school you have the right to appeal to an independent panel. Appeal papers are available from the school. Please ensure that these are returned to the Clerk to the Appeals Panel via the school. If you are in any doubt please contact the school.

The Admissions Appeals Committee consists of:

- 1 'Professional' member (with experience of education)
- 1 'Lay' member
- 1 additional member who may be 'professional' or 'lay'.

The business of the Committee is conducted strictly in accordance with guidance issued by the DCSF, copies of which may be obtained from the Administrative Officer.

## **3 Admission of Students into the Sixth Form each Academic Year**

### **General principles**

We aim to offer a range of academic and vocational qualifications to our sixth form students and some of these require minimum grades at GCSE. Our policy is to ensure that students accepted into the sixth form can be placed on appropriate courses where they are likely to succeed. For this reason we ask all applicants to attend a meeting with some of our senior staff to discuss the most suitable courses of study. As part of this discussion you might be asked to show a relevant portfolio of appropriate work, for example in Art.

All students of Year 11 will be encouraged to apply for the sixth form and marketing materials are posted to the families of these students. We also accept applications from students wishing to transfer from another school.

### **Definitions and Details**

Admission number Year 12: 25

Our admission number is dependent upon the number of places on each course offered. Internal candidates should apply by the appropriate date stated in the current sixth form prospectus. Applications from external candidates should if possible, comply with the dates given in the prospectus to enable us to plan courses effectively.

Candidates whose applications are refused are notified of their right to appeal.

### **Academic requirements**

For entry onto our AS and A2 courses we require:

- 4 C grades at full GCSE as a minimum, with grade C in the subjects, or related subjects, the student intends to take at A level

Some of our vocational courses and A level subjects have specific entry requirements which you can find on our website and we will be pleased to discuss any individual concerns about meeting these.

The initial offer guarantees a place only within the sixth form. Meeting the requirements of the course is no guarantee that the applicant will automatically be offered a place on his or her preferred choices.

### **Oversubscription**

Applications from internal candidates who meet the academic requirements will be considered first

Where a particular course is heavily oversubscribed and we cannot run a parallel group the places will be offered to those internal candidates who have the better grades at GCSE or subject specific requirements. This will form a major part of the discussion referred to above to determine the most appropriate course for an individual. We will offer alternative courses to any student affected by this criterion. 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.

## **4 Admission of Pupils during the School Year**

From September 2010 applications for all year groups should be made to the Birmingham Authority.

If there are places available, but more applicants than places, the published oversubscription criteria are applied.

## **5 Publication**

The School's admissions criteria are published annually in the prospectus and on the school website

A copy of this policy is made available on request.

## **6 Review**

The Governors' Admissions Committee reviews the above arrangements annually.

## **7 Admissions Committee - Composition and Terms of Reference**

Meets on average twice per year at a time agreed beforehand.

### **Duties:**

- To take the lead in preparing a draft admissions policy
- To take the lead in reviewing the policy
- To ensure the appropriate consultation has taken place
- To undertake the statutory duties with regard to the determination of places, within the timetable of the LA's co-ordinated scheme.

**Membership:** Not less than three members of the Governing Body, one of whom shall be the Head teacher.