



# Grace Academy

## Admissions Policy

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### 1. Aims

This policy aims to:

- Explain **how to apply** for a place at Grace Academy Solihull
- Set out the trust's **arrangements for allocating places to the pupils** who apply to these academies
- Explain **how to appeal** against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreement and articles of association.

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

A variation to the determined arrangements was sought in July 2021 in response to a change to the Schools Admissions Code. The new code, [Schools Admissions Code \(2021\)](#) is in force from 1st September 2021.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order
- Children who appear (to the admission authority) to have been in state care outside of England and have ceased to be in care as a result of being adopted, as well as children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after in England

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

### 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

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

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in appendix A, Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **6. Allocation of places**

### **6.1 Admission number**

The school has the following agreed admission numbers for pupils for entry in Year 7:

- Grace Academy Solihull 180.

Arrangements for admission to Year 12 are set out in appendix A in this policy,

### **6.2 Oversubscription criteria**

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out in appendix A, in order until all places are filled.

### **6.3 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

## **7. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be given priority consideration and a place will not be denied due to the level of need or the logistics of the building.

Likewise, if there are spaces available in the year group you are applying for (as agreed by the local authority), your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in appendix A of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be submitted as set out in appendix A

You will need to apply directly to Solihull Local Authority: [admissions@solihull.gov.uk](mailto:admissions@solihull.gov.uk)

## **8. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must complete the Solihull Local Authority's appeals form and send directly to them at: [school.appeals@solihull.gov.uk](mailto:school.appeals@solihull.gov.uk)

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the school's Local Governing Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the trust will publicly consult on these changes.

## Appendix A - Grace Academy Solihull

Chapelhouse Road, Chelmsley Wood, Birmingham,

### B37 5JS Admission arrangements

Applications for Academy admission will be managed by Solihull Council in accordance with the Local Authority's coordinated scheme for admission.

The Academy's admission number is 180. Where the number of applications is lower than the Academy's admission number, all applicants will be admitted. If there are more applications than places available then all applications will be considered, together and at one time by a committee of the Governing Body. Places will be offered in priority order according to the oversubscription criteria.

A variation to the determined arrangements was sought in July 2021 in response to a change to the Schools Admissions Code. The new code, [Schools Admissions Code \(2021\)](#) is in force from 1st September 2021.

### Oversubscription criteria

- Priority 1** (a) Looked after children and previously looked after children who are now adopted- this includes Children who appear (to the admission authority) to have been in state care outside of England and have ceased to be in care as a result of being adopted, as well as children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after in England
- (b) Children whose exceptional circumstances can only be met at this Academy
- Priority 2** Children who normally live in the Academy's catchment area
- Priority 3** Children who have an older brother or sister at the Academy at the same time
- Priority 4** Children living closest to the Academy, measured in a straight line from the child's home

### Notes:

1. Children with a statement of special educational needs that names Grace Academy will be offered a place first. This will reduce the number of places available.
2. Applications with exceptional social or medical reasons must be supported by independent professional evidence. The Council's Cabinet Member Advisory Group for Admissions will consider applications and evidence and make recommendations to Cabinet Member, who will grant priority 1b to applications with exceptional circumstances.
3. The catchment area can be seen on the Council's website: [www.solihull.gov.uk/onlinemaps](http://www.solihull.gov.uk/onlinemaps).
4. If there are more children wanting places in priority 2 than there are places available, places will be offered to children living in the catchment area in the following order:  
  
Priority 2a Children who have an older brother or sister at the Academy at the same time. Priority 2b Children living nearest the Academy, measured in a straight line from home to Academy.
5. Children who have applied for their catchment-area Academy, but could not be given a place, will be given priority 2 if they have expressed a preference for this Academy.

6. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering an Academy place will be where the child lives for most of the Academy week (Monday to Friday). If care is split equally, parents can choose which address will be used. If the child moves into the home of a friend or relative during the process or the change of address appears to be a deliberate device to improve the child's priority, the address will not be used.
7. The places that are offered are provisional offers and are dependent upon the circumstances of the application remaining unchanged at the date of admission to the Academy. It is important that parents provide the Academy or Solihull Council with any information relating to changes in circumstances, such as a change of address, as soon as they occur. Offers based on fraudulent, in correct or misleading information will be withdrawn if the child is no longer entitled to the place because there are children on the waiting list with a higher priority. In these circumstances the place will be withdrawn after the child has started the Academy, in line with the Admissions Code.
8. Under priority 3 a brother or sister must live at the same address and could be:
  - A brother or sister sharing the same parents;
  - a half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
  - the separate children of a couple who live together; or
  - an adopted or fostered brother or sister.
9. If offering places within priority 3 would cause the Academy's admission number to be exceeded, then children living closest to the Academy will be offered first.
10. In any priority, if two or more applicants have the same distance but only one place can be offered, a computerised random allocation system will be used to decide which applicant has the highest priority. The applicant with the lowest random number will have the highest priority.
11. Distances are measured by the Local Authority's computerised admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property.
12. Waiting lists are produced in strict order of priority, against the over-subscription criteria and are managed by the Local Authority. Waiting lists for Year 7 intake are kept until the end of the autumn term. After this a Local Authority change of Academy application form will need to be completed.
13. Applications or changes to your application received after the closing date and before the Governors' admissions meeting are late and will be considered if possible. Applications received after the Governors' decision meeting are late and will be considered after applications with the same priority that were received on time.
14. If possible places will be offered at the same Academy to twins, triplets and children from other multiples births. If only one place can be offered the parent will choose which child should have the place.
15. Applications for an Academy place at any time other than the normal time for admission (in- year admission) should be made to parents' home council for processing. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the

governing body will apply the admission criteria to the application so that it can be placed on the waiting list.

16. The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need an Academy place because they have missed, or are at risk of missing, education.
17. Parents who wish to appeal against the decision of the Governors 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.

## Applications for Sixth Form

The Sixth form admission number is 50. The criteria for admission is as follows:

Our aspiration is for all Grace Academy students to continue their education into Post 16 at Grace Academy. It is important students select the correct courses to ensure success in their chosen career pathway therefore the following entry requirements provide a clear guideline regarding student suitability to specific courses.

### Level 3 qualifications

Academic (A Level) requirements:

- At least level 5 in English and Maths
- A further 3 level 4's or above.
- Any other specific GCSE levels needed for individual courses (see courses booklet updated annually).

*Please note: Students that achieve a grade 4 in either GCSE Maths or GCSE English may still be able to study A levels in the Sixth form if they meet the other entry criteria.*

Vocational (e.g. BTEC) requirements:

- At least 1 x level 4 and 1 x level 5 in English and Maths
- A further 3 level 4's or above.
- Any other specific GCSE/BTEC levels needed for individual courses (see courses booklet updated annually).
- *Merit grades on Btec Level 2 courses are an indicator of suitability at level 3.*

*Students that achieve a grade 3 in either GCSE Maths or GCSE English may still be able to study in Post 16, if they meet the other entry criteria. Students will be required to resit GCSE Maths and English in year 12 if they achieve less than a grade 4.*

**Please Note:** Grace Academy accepts both Grace students and external candidates. Enrolment onto courses in September is considered on an individual basis. In addition to GCSE levels, attendance, behaviour and references from subject teachers are taken into consideration.