Handsworth Wood Girls’ Academy

Admissions Policy

For September 2014
Admission of Students

Handsworth Wood Girls’ Academy is an 11-19 single sex comprehensive admitting female students mainly from the north-west area of Birmingham. Its Published Admission Number (PAN) for Year 7 is 140.

Policy and Numbers

Students will be admitted at age 11 without reference to ability or aptitude. The number of intended admissions for Year 7 in 2014 will be 140.

Children with statements of Special Educational Needs (SEN)

Any child with a statement of SEN 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.

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:

1 Looked after children or previously Looked after Children (in public care)

This includes any child/young person who is or who has been subject to a Full Care Order, an interim Care Order, accommodated under Section 20 of the Children Act 1989, is remanded or detained into Local Authority accommodation under Criminal Law or who has been placed for adoption.

2 Siblings

Children (siblings) with an older sister already at the school in years 7-11 who will still be in attendance at the time the sibling enters the school. Siblings are considered to be those children who live at the same address and either:

i. have one or both natural parent/carer(s) 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

Within each of these categories, priority is given to those who live nearest the school, by straight-line measurement to one fixed point at the school. Children will be admitted on the basis of distance between their home address and the school gate on Church Lane, i.e. distance will be calculated according to a straight line measurement between the applicant’s front door to their home and the school gate on Church Lane (as the crow flies).
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 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 students 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, Handsworth Wood Girls’ Academy will utilise the local authority’s 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:

- 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 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 Handsworth Wood Girls’ Academy is allocated 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 parent/carers are not satisfied with the school allocated, arrangements exist for appeals to be heard by an Appeals Panel, which is independent of Handsworth Wood Girls’ Academy. Appeals in respect of Admission to Handsworth Wood Girls’ Academy should be sent to the Local Authority, in accordance with prescribed procedures.

**Waiting lists**

If Handsworth Wood Girls’ Academy was a parent/carers’ 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 Handsworth Wood Girls’ Academy’s waiting list. Should places become available at Handsworth Wood Girls’ Academy, an offer to students from the waiting list will be made in accordance with the admission criteria.
Inclusion on Handsworth Wood Girls’ 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 Handsworth Wood Girls’ Academy is unable to make further offers in the future.

**Catchment Area**

There is no catchment area for Handsworth Wood Girls’ Academy.

**Applications**

All applications from Parents/Carers of Year 6 students must be submitted to the Local Authority in accordance with their outlined procedure and by the date specified. After that date, all applications should be submitted to the school.

**Late Applications (Year 6 transfer to Year 7 for September 2014 entry)**

Any applications for secondary schools received after 31st October 2013 (the final closing date) and before the 1st March 2014 (allocation of school places) will be treated as late applications by the Local Authority.

Any request to change the order of preference or to apply for any other school after the final closing date will be treated as a late application. Late applications will only be considered for places after other applications that were received by the final closing date. Therefore, late applicants may be less likely to be offered a place at one of their preferred schools.

Late applications for over-subscribed schools made up until 31 August 2014 are required to be submitted on a Birmingham Local Authority Preference Form and a Notice of Appeal against Admission Form. The circumstances relating to the late application must be given in writing and attached firmly to the preference form. In the case of the academy being over-subscribed, late applications received after the allocation of places (1st March 2014) may then be considered but only at the discretion of Handsworth Wood Girls’ Academy as the admission authority, which will use its discretion only in exceptional circumstances, for instance, where the child and the person with parental responsibility have moved home.

Late applications for over-subscribed schools made between 1 September 2014 and 31 December 2014 will be required to be submitted on a Notice of Appeal against Admission Form which can be obtained from the Local Authority. Late applications made on or after 1st January 2014 should be made direct to Handsworth Wood Girls’ Academy and do not need to be made on the Local Authority preference form.

All school places are offered on the basis that the information provided is correct. The academy reserves the right to withdraw any offer on the basis of a fraudulent or intentionally misleading application.
Admissions Criteria for Handsworth Wood Girls’ Academy 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

The academy offers a range of academic and vocational qualifications to sixth form students and some of these require minimum grades at GCSE. The academy’s 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 all applicants are invited to attend a meeting with some of our sixth form staff to discuss the most suitable courses of study.

The sixth form capacity for Year 12 commencing in September 2013 will be 100. For Year 13, the capacity is 100.

All students of year 11 will be encouraged to apply for the sixth form. Applications from students wishing to transfer from another school and who meet the relevant entry requirements will be considered if there are places available on the preferred courses of study after allocation has been made to the current Year 11 candidates. In all cases the same admission criteria and oversubscription criteria will apply (see below).

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 at Grade C and above (to include Maths and English) and a Grade B in chosen subject [e.g. English A Level at least B in English at GCSE]
- BTEC courses – 5 GCSEs at grades A* - G

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 or previously Looked after Children (in public care)

This includes any child/young person who is or who has been subject to a Full Care Order, an interim Care Order, accommodated under Section 22 of the Children Act 1989, is remanded or detained into Local Authority accommodation under Criminal Law or who has been placed for adoption.

2 Siblings

Children (siblings) with an older sister already at the academy who will still be in attendance at the time the sibling enters the academy. Siblings 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 parents’ 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 on Church 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 Church Lane (as the crow flies).

In a very small number of cases it may not be possible to decide between the applications of those students 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/carer(s), or the person with parental responsibility for the child or
B) Leased to or rented by the child’s parent/carer(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 parent/carer(s) have shared responsibility for a child, and the child lives with both parent/carer(s) for part of the week then the main residence will be determined as the address where the child lives the majority of the week. Parent/carer(s) 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 academy’s decision, arrangements exist for appeals to be heard by an Appeals Panel, which is independent of Handsworth Wood Girls’ Academy. Appeals in respect of Admission to Handsworth Wood Girls’ Academy Sixth Form should be sent to the Clerk to the Governing Body at the academy’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 Handsworth Wood Girls’ 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 Handsworth Wood Girls’ Academy’s published oversubscription criteria. Should places become available at Handsworth Wood Girls’ Academy, an offer to students from the waiting list will be made. Inclusion on Handsworth Wood Girls’ 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 Handsworth Wood Girls’ Academy is unable to make further offers in the future.

Policy signed off by:

Chair of Governors

Date: 25 March 2013

Review date for school policy: February 2014

Person responsible for policy: Deputy Headteacher Director of Inclusion