

**Consultation on Admission arrangements**  
for the academic year 2021/2022

To be consulted on between 1<sup>st</sup> October, 2019 and 31<sup>st</sup> January, 2020  
To be determined by governors no later than 28<sup>th</sup> February, 2020

**Review**

In order to ensure that it reflects current best practice, this policy  
is reviewed every year.

**These admission arrangements have been amended to bring them in line with the School Admissions  
Code 2014**

Shire Oak Academy is part of an inter-LA Co-ordinated Admission Scheme.

All dates referred to within this document are in line with this scheme.

Walsall Council's online application process will open in September 2020

Applications must be submitted by the closing date of  
31<sup>st</sup> October, 2020

Notification date - 1<sup>st</sup> March, 2021 (or the next working day)

## SHIRE OAK ACADEMY

Admissions Number = 268

Enhanced Resource Facility: = 2 places per year

In line with Walsall Council's development proposals for special educational needs, the governors at the school agreed to an additionally resourced provision being maintained within the school. The additional resources are deployed so that the needs of up to ten children in total who have specialised learning needs (including dyslexia) can be met. The children would be of compulsory school age. Please see the notes on page 3.

### Admission Criteria – September, 2021

In the case of over subscription, places will be awarded using the following Admission Criteria:

**1. Children in public care (looked after children) and previously looked after children.**

*Definition: looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children in the Code means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.*

**2. Sibling – pupils who have a sibling at the Academy or are a sibling of a former pupil of the Academy (that sibling having left the Academy within the last 5 years (no earlier than the end of term in July 2016 subject to verification by the Academy)**

*Definition: A sibling is a child who resides at the same address as the child for whom a place is being requested, or who previously resided at the same address at the time of leaving, and is one of the following:*

*A brother or sister sharing the same parents;*

*A half-brother or sister sharing one common parent;*

*A step-brother or sister (ie related by their parent's marriage);*

*Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (eg under the terms of a residence order)*

*The Local Authority will try to ensure that, as far as possible, siblings (including twins, triplets or children from other multiple births) can attend the same school.*

*However, in the event of that there is an insufficient number of places to allocate to twins, triplets etc a decision will be made as to which child(ren) the place(s) are to be offered. In this situation a place or places will be offered to the first born (older child(ren)) and in cases where this is not known, the offer will be decided by lot.*

### 3. Medical factors

*Definition: If parents believe there are specific medical reasons for claiming priority for a child to attend a particular school, the relevant part of the preference form must be completed and evidence to support the claim must be submitted with the form. This must relate to the child.*

*Requests for such consideration will be subject to verification by the Academy's Student Welfare Committee. This is necessary because parents will be asking the Committee to assess the child as having a stronger case than many other children, some of whom may live closer to the Academy.*

*Medical evidence must be submitted in writing from a medical practitioner and should state why the preferred school is the only school that can meet the child's needs.*

### 4. Children of staff at the Academy (subject to verification by the Academy)

*Definition: Children of members of staff where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made.*

### 5. Distance

*Definition: Distance will be measured in a straight line from the centre point of the home address to the centre point of the Academy address using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.*

#### ***Definition of a home address:***

*The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either:*

- *owned by the child's parent, parents or guardian; or*
- *leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months duration.*

*Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. In certain circumstances the child's current school will be asked to verify the address given.*

*Where parents have shared responsibility for a child and the child lives with both parents for part of the week, the 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 for the application.*

*The offer of a place is based upon the address of the child when the offer is made. If a child is offered a place at an oversubscribed school the place may be withdrawn if it is found that the child moved (before the place was offered) to a new address which was further away from the school and the child would not have qualified for a place on the distance criterion.*

*In the event that a family moves between the application and the date of offer, the parent(s), carer(s) or guardian(s) must inform Admissions and Pupil Place Planning Team as soon as possible of these circumstances.*

*If the home address is a flat (or apartment) and there is more than one flat at the same address, priority will be given to applications living at the lowest numbered flat and/or the flat on the lower floor.*

## APPEALS

Parents whose children are refused admission to the Academy have the right of appeal to an independent panel. The necessary forms and information should be obtained from the Clerk to the Independent Appeal Panel, Shire Oak Academy, Lichfield Road, Walsall Wood, WALSALL, WS9 9PA. Please mark the envelope – Admission – Appeal.

Appeals in respect of the Year 7 intake for September 2021 should be lodged by Friday, 23<sup>rd</sup> April, 2021.

## NOTE:

It may be considered appropriate, to offer a place in our enhanced learning facility for specialised learning needs to those students who, despite sustained intervention under the SEND Code of Practice have made little or no progress, taking into consideration the points above. **However, in the event of there being restricted places then children and young people with an EHCP (Education, Health and Care Plan) giving specialised learning needs as their primary special need would have first priority in accessing the resource.**

It follows that these children could be placed into the school to benefit from the developed expertise and additional resources available to meet their needs. **These children would be placed over and above the admission number published for the school.**

As substantial additional resources are available to the school for the education of children whose learning difficulties have been identified through statutory assessment, any prejudice to the efficient education of other children on roll at the school will be negligible.

Admission literature will inform parents of the resourced provision within the school and will provide details of pupil intake of places.

## SHIRE OAK ACADEMY

The anticipated sixth form capacity for year 12 for September 2021 is 150.

### External Students

The Academy accepts applications for entry to the sixth form from external candidates. The admission number is 25. This figure refers only to year 12 students being admitted to Shire Oak Academy for the first time and is based on an estimate of the minimum number of external candidates likely to be admitted, although this number may be exceeded if demand for available courses can be met.

### MINIMUM ENTRY REQUIREMENTS FOR YEAR 12

Pupils will be considered for entry into Year 12 based upon their academic attainment and/or individual subject grade criteria and the availability and suitability of courses at the Academy.

In September 2021 our Academy will have 150 places available in year 12. All courses are for a 2 year duration.

Entry into Year 12 is not dependent upon attendance or behaviour records.

Pupils refused a place in Year 12 in their own school or Academy are entitled to appeal to an independent appeal panel.

This Academy's entry requirements for Post 16 studies are as follows:

- **For A level courses (Pathway A)**  
APS: 5.0 or higher  
Choice: 3 A levels over 2 years
- **BTEC National Awards (Pathway B)**  
APS: 4.5 – 4.9  
Choice: Mostly or all Vocational Qualifications over 2 years (Maximum 1 A level)

It should be noted that within the above criteria, for both A level and BTEC national awards, a level 2 BTEC qualification is only counted as a single subject, irrespective of the examination equivalence which might be applied to it by the examination board.

Some subjects have their own entry requirements.

Students who have not attained a level 4 or higher in English and/or Maths will be required to continue studying these subjects at Post 16.

## LATE APPLICATIONS POLICY

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The on-line portal will close for secondary applications after 31<sup>st</sup> October, 2020. After this date applications must be made on a Walsall Late Preference Form. Preference Forms and, where appropriate, schools' own registration forms, received after the closing date, are classed as late applications. Any request to change to name or ranking of a school made after the closing date will be classed as a late application.

Late applications will normally be considered for places after all the applications that were received by the closing date. Therefore, late applications may be less likely to be offered a place at one of their preferred schools.

Applications received after the closing date will be passed to the appropriate admission authority for consideration under its Late Application Policy. Each admission authority is required to publish its own Late Application Policy which explains how late applications will be dealt with. The policy for Shire Oak Academy is shown below.

### **Late Applications received up to 4 weeks after the Closing Date**

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Late applications received up to four weeks after the Closing Date may be considered as being on time but only where there are exceptional circumstances.

- Where the family were unable to submit their online application to Walsall Council on time because they moved into the Borough of Walsall after the Closing Date.
- The family were unable to comply with the admission timetable because of exceptional circumstances which prevented them submitting their online application;
- When a single parent has been ill for some time

**In these cases the circumstances must be given in writing at the time of application and attached firmly to the Walsall Preference Form: they will be subject to verification by the Director of Children's Services, Walsall.**

**This applies to applications for secondary schools received between 1 November 2020 and 29 November 2021.**

### **Late Applications received more than 4 weeks after the Closing Date**

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Applications for schools received more than 4 weeks after the Closing Date but before the Notification Date will be considered only after all other applications.

This applies to applications for secondary schools received between 30 November 2021 and 28 February 2022.

### Applications Received After the Notification Date (once places have been offered)

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Applications received after the notification date: a place will be offered at the highest ranked school if places are available. For Walsall residents, if a place is not available at any of the ranked schools a place will be offered by Walsall Council at the nearest alternative Walsall community or voluntary controlled school with vacant places and the child's name will be added to the Waiting List for schools listed as preferences in admission criteria order.

### Waiting List Policy

The waiting list will be maintained by Walsall Council until 31<sup>st</sup> August, 2021. Parents may enquire about their child's position on the Waiting List by telephoning the Admissions and Pupil Place Planning Team on (01922) 652585 between the closing date for acceptances/refusals of places offered and the 31<sup>st</sup> August, 2021. From 1<sup>st</sup> September, 2021 the waiting list will be maintained by the Academy and parents should make enquiries by contacting Shire Oak Academy on 01543 452518.

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

Waiting Lists are kept for all children who have been refused a place at any school which was ranked higher than the school at which they have been offered a place, for example

- If a child is offered a place at the school that was ranked 2<sup>nd</sup> on the Walsall Preference Form then the child's name will only be placed on the waiting list for the school that was ranked 1<sup>st</sup>.
- If a child is offered a place at their first choice school the child's name will not be added to any waiting list kept for their other ranked schools.

After 1 March 2021 (or the next working day) for Secondary transfers a parent may contact the Admissions and Pupil Place Planning Team to apply for a place at an oversubscribed Walsall school. Their child's name will be placed on the school's waiting list in admission criteria order. Any vacancies will be offered on the basis of the admission criteria for the school.

### Mid Year Admissions Policy

The Academy will issue a Midyear Admission Preference Form which is to be used by parents to apply for admission to Shire Oak Academy. If parents have completed the Common Application form issued by the Local Authority, they will also need to complete the Shire Oak preference form.

Parents may obtain copies of the Midyear Admission Preference Form from the Academy. The Academy will write to the parents to let them know the outcome of their application.

A waiting list is kept by Shire Oak Academy for any oversubscribed year group. Midyear admission applicants will be added to the waiting list. The waiting list will be kept in admission criteria order. Any vacancies will be offered on the basis of the published admission criteria of the Academy. Applicants

will remain on the waiting list for a term and should reapply at the start of each new term, ie Autumn, Spring and Summer.

Parents may enquire about their child's position on the waiting list by contacting Shire Oak Academy. Due to the nature of courses the final date for application to the Sixth Form in 2021 will be 3 weeks into the term (the exact date will be shown in the 6<sup>th</sup> form prospectus).

If a child is refused a place, the parent will be told of their right of appeal to an independent appeal panel. Appeals will be held within a reasonable time – normally within 30 school days of the appeal being lodged. Applicants will receive at least 10 school days' notice of their appeal hearing.