



Admissions Policy for 2022-23

Brine Multi Academy Trust (the 'Trust') has overall responsibility for admissions into all Trust academies. This policy has been produced based on the model agreed by the Trust. This model policy applies to all academies within it; however, in order to take account of each academy's individual characteristics, each academy's policy will have some personalisation, in particular, around the published admission number and the over subscription criteria. This version has been personalised for Brine Leas School and therefore cannot be used as a source of reference for the admissions process relating to any other academy within the Trust.

1. AIMS

1.1 This policy aims to:-

- Explain how to apply for a place at the academy.
- Set out the academy's arrangements for allocation places to pupils/students who apply.
- Explain how to appeal against a decision not to offer your child a place.

2. LEGISLATION AND STATUTORY REQUIREMENTS

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

- School Admission Code 2014
- School Admission Appeals Code 2012

2.2 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.

3. DEFINITIONS

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

3.2 Cared for Children and children who were 'Previously Cared for':

- A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989).
- Children previously 'cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for':
 - Became subject to an adoption.
 - Became subject to a child arrangements order (formerly residence order).

- Became subject to a special guardianship order.
- A child arrangements order is an order settling arrangements to be made to the person with whom the child is to live under section 8 of the Children Act 1989 amended by the Children and Families Act 2014.
- 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).

4. HOW TO APPLY

4.1 For applications in the normal admissions round, you should use the application form provided by your home local authority (regardless of which local authority the schools are in). 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.

4.2 For applications into Year 12, you should use the application form on the academy’s website and follow the process outlined in Section 5 of Appendix 1.

4.3 For in-year applications, you should complete the application form on the academy’s website.

4.4 Although most children will be admitted to the Academy within their own age group, the Trust will consider requests from parents for their child(ren) to be educated outside of their normal age group. Parents are advised to contact the Trust to discuss such a request and submit any relevant evidence with their formal application. The decision whether to offer a place out of year group rests with the Trust and decisions will be taken in line with the School Admission Code. Parents will have a right to appeal if a place is refused at the Academy. Parents do not have the right to appeal if a place is offered in a year group other than the year group for which they applied.

5. CO-ORDINATED ADMISSION ARRANGEMENTS FOR RECEPTION AND YEAR 7 PLACES

5.1 The academy complies with the relevant legislation, which requires all Local Authorities (LAs) to co-ordinate admissions arrangements in their areas. The co-ordinated admission schemes provide a way for ensuring that every parent living in a Local Authority (LA) receives an offer of one, and only one, school place on the same day, with letters usually being posted out on 1st March for secondary school places and 16th April for primary school places.

5.2 Brine Multi Academy Trust acts as its own admission authority, applying its own admission criteria (which may differ from academy to academy within the Trust) and carries this duty out in conjunction with the individual academy’s local governing board in accordance with the Trust’s Scheme of Delegation.

5.3 Despite being its own admissions authority, parents will have to complete only one application form and will receive their offer from the LA in whose area they live.

5.34 Parents applying for primary or secondary school places must apply on the Common Application Form (CAF) provided by their 'home' authority, i.e. the authority where they live. The exception to this would be if you are not resident in England whereupon applications for Brine Leas School must be made to the Cheshire East School Admissions Service.

The reason for this exception is that the statutory requirement for councils to coordinate applications for school places applies to all English local authorities only. For further information and advice contact the School Admission Service on 0300 1235012.

6. **ALLOCATION OF PLACES**

6.1 The published admission number (PAN) for Year 7 is 215 pupils. The published admission number (PAN) for Year 12 is 25 students (external). The capacity in Year 12 is 150 students (internal and external).

6.2 Applications for admission, and any appeals, are normally considered in relation to the availability of places in the child's chronological age group.

6.3 For Year 7 places, pupils residing outside the boundary of Cheshire East are offered places on the same basis as Cheshire East pupils. However, applications on their behalf for a place at Brine Leas School must be made using an application form from their home LA which will make the necessary arrangements with Cheshire East LA. For applications outside of UK, please also see point 8.2 of this policy.

6.4 In considering applications for places at Brine Leas School where the number of preferences received exceeds the number of places available (i.e. the published admission number) preferences will be considered in accordance with the academy's published oversubscription criteria.

6.5 Oversubscription Criteria for Brine Leas School (please see Section 2 of Appendix 1 for how this is applied to Year 12 applications):-

- i **'Cared for children or previously cared for children'** - A 'cared for child' is a child who is or has been in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989).
- ii **Children resident within the designated catchment area of the school.** Our Catchment map can be viewed at www.cheshireeast.gov.uk. *In the event of oversubscription part way through this criteria, then criteria iii. will be used to decide which of the children within that priority should be offered the available places.*
- iii. **Siblings** – pupils with brothers or sisters, step-brothers or step-sisters, half-brothers and half-sisters living together as part of one household, already attending the preferred school, and expected to continue at the school in the following school year. *In the event of oversubscription part way through this criteria, then random allocation* will be used to decide which of the children within that priority should be offered the available places.*
- iv. **Children of Staff** provided that they have been employed by Brine Leas School for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage. *In the event of oversubscription part way through this*

criteria, then random allocation will be used to decide which of the children within that priority should be offered the available place.*

- v. **Children not resident** within a school's local catchment area but attending a school designated as a partner/feeder school for admissions purposes as out-of-area pupils. Partner/feeder schools are: Audlem St James CE, Bridgemere CE, Nantwich Primary Academy, Pear Tree, Sound & District, Stapeley Broad Lane CE, Weaver and Wrenbury. *In the event of oversubscription part way through this criteria, then random allocation* will be used to decide which of the children within that priority should be offered the available places.*
- vi. **Children living nearest to the school** measured using the Local Authority address measuring system which measures straight line distances in miles from the school's coordinate point to the place of the child's residence coordinate point.

** Random allocation will be administered and supervised by an independent person to meet the requirements of paragraph 1.34 of the Admissions Code.*

7. CHILDREN WITH EDUCATION HEALTH CARE PLANS

7.1 The Admissions Authority Academy will:

- a. subject to its right of appeal to the Secretary of State in relation to a named pupil, admit all pupils with an Education Health Care Plan naming the Academy;
- b. give highest priority to looked after children or previously looked after children in accordance with the relevant provisions of the School Admissions Code. (as defined in section 22 of the Children's act 1989);
- c. ensure that it acts in accordance with the Funding Agreement set out for the Trust/Academy.

8. PROOF OF ADDRESS/RESIDENCY

8.1 Proof of address and residency may be required, and the Admissions Authority retains the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.

8.2 All applications from families' resident in the United Kingdom, and from UK and European Economic Area (EEA) citizens resident outside the United Kingdom will be accepted. They will be processed and considered on an equal basis on their current address and in accordance with published arrangements

9. CHILDREN RESIDING AT MORE THAN ONE ADDRESS

9.1 If a child lives at more than one address (e.g. spends part of each week at different addresses) full details of the arrangements must be included on the application form (or in the form of an accompanying note) to enable the Governors to decide which address (or, exceptionally, addresses) to use for admission purposes.

10. CHILDREN OF MULTIPLE BIRTHS

10.1 The Trust's principle is that, wherever possible, children from multiple births should not be separated, however, it may not always be possible to offer additional places in order to accommodate this.

11. ADMISSION APPEALS

11.1 If your child's application for a place at the academy 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 set out the grounds for your appeal in writing and send it to the academy address.

12. LATE APPLICATIONS

12.1 Late applications for Year 7 places will be considered in accordance with the Local Authority's Coordinated Admission Scheme.

12.2 Late applications for Year 12 applications will be dealt with in accordance with Section 5.4 in Appendix 1.

13. REPEAT APPLICATIONS

13.1 Repeat applications will not be considered within the same school year, unless the Academy considers that the family have had a significant change in circumstance.

14. 'IN YEAR' APPLICATIONS

14.1 In Year applications are those made during the school year into the relevant Year group. To apply you will need to complete an 'In Year Transfer' form available from the local authority or on the Cheshire East website, the local authority will notify the academy of the application, and the academy will inform the parents of the outcome of the application by letter/email.

14.2 The Admissions Authority, with support from the individual academy's local governing board, aims to process applications within 10 school days. A letter will be sent to your home address stating if your application has been accepted or declined due to the over subscription of places. You will be required to accept or decline the place offered in writing within 10 school days. The Academy reserves the right to withdraw places not accepted within the specified timescale.

15. WAITING LISTS

15.1 Waiting lists will be held until 31st December for the relevant years of entry into the school (Years 7 and 12). The waiting list will be subject to re-ranking every time a new applicant is added to the list. No waiting lists will be held for Years 8, 9, 10, 11 and 13.

16. SIXTH FORMS

16.1 Academies with sixth forms have their own entry criteria and application process. Information relating to entry to Brine Leas' sixth form (BL6) is shown in appendix 1.

Compiled by: A Cliffe/D Cole	Date: December 2020
Model Approved by Trust: February 2021	Academy version approved by LGB: 24 th February 2021 Academy version ratified by Trust: 26 th February 2021
Review Date: March 2021	LGB Review date: May 2021

Brine Leas School
Part of Brine Multi Academy Trust

ADDITIONAL INFORMATION FOR FULL-TIME STUDENTS TO BL6

1 PURPOSE

- 1.1 This appendix refers to 16-19 year old students seeking admission to full-time courses. The total number of students who can be admitted in light of accommodation, availability of teaching and other resources, capacity of individual subjects available will be determined annually.

2 PUBLISHED ADMISSION NUMBERS

- 2.1 The published admission number is 25 (external students). The capacity of the Year 12 is 150 (internal and external students).

3 OVERSUBSCRIPTION

- 3.1 In the event that the number of external applicants exceeds 25, the oversubscription criteria set out in Section 6.5 of this policy will be applied to determine priority. For the purposes of applications to the sixth form, the following will apply to the relevant criteria:-

3.1.1 Oversubscription criteria ii) will not apply to external candidates.

3.1.2 Oversubscription criteria v) will not apply to external candidates.

4 PRE-APPLICATION INFORMATION

- 4.1 We welcome Year 11 students currently studying at any school to apply for courses in Brine Leas Sixth Form. Entry requirements are the same for all applicants.
- 4.2 Students who are interested in attending Brine Leas Sixth Form are invited to attend a range of events designed to enable them to make informed choices about their Post 16 study. Such events include:-
- 4.2.1 Open Morning and Open Evening during the Autumn term, as advertised and on our website.
- 4.2.2 Informal information, advice and guidance sessions during the Spring and Summer terms to offer advice on the suitability of courses chosen, offer of further guidance as part of the options process, to discuss the extra-curricular interests of the student, and to answer questions about BL6. No decision about the offer will be made at this interview.
- 4.2.3 Subject taster sessions post GCSE examinations during the Summer Term.

- 4.3 We aim to provide students with their first-choice combination of subjects. Where this is not possible, for reasons such as timetable clashes, specific course requirements not being met or the over/under subscription of particular subjects, guidance will be offered about suitable alternatives.
- 4.4 Students entering Brine Leas Sixth Form will be expected to read and sign a Learning Agreement which outlines the commitment required to be successful in Post 16 study and the support students can expect to receive by staff. In addition, Sixth Form students must recognise they are part of a large community and have a responsibility to abide by our dress code and conduct themselves in a manner that supports the BL6 ethos. (The BL6 Dress Code Policy can be obtained on request or downloaded from our website)

5 ENTRY REQUIREMENTS FOR ADVANCED COURSES

- 5.1 It is our experience that students who do not meet the general entry requirements below will find A Level and other Level 3 courses difficult and they are unlikely to make satisfactory progress. In order to be eligible for entry, students will need to meet the following general entry requirements: -
- 5.1.1 5 or more Grade 5 or higher GCSE results (or equivalent), which must include Mathematics and English Language GCSE at grade 5 or above. These are known as the 'general entry requirements'.
- 5.2 In addition to the general entry requirements, students must meet any specific course requirements for their chosen courses which are published on the school website. These are known as 'course specific requirements'

6 APPLICATION PROCESS

- 6.1 Applications for sixth form places should be made on the academy's application form (available on the academy's website) and will be accepted from the beginning of September for admission the following academic year.
- 6.2 Applications submitted up to and including 15th January will be considered at the same time. Applications submitted after this date will be considered in order of receipt.
- 6.3 In the event of oversubscription (external students), applications will be considered in accordance with the Academy's published oversubscription criteria and section 3 of this appendix.
- 6.4 Places will be offered based on the following principles:-
- 6.4.1 Applicants who are on track to meet the general entry requirements and the specific course requirements for their subject choices will be offered a place on the condition that these requirements are met when the GCSE/Level 2 results are awarded.
- 6.4.2 All external applicants must provide evidence from their current school to show that they are predicted to achieve the general entry requirements plus any specific course requirements before the offer will be made.

- 6.4.3 Students who are not offered a place due to oversubscription will be able to request an independent appeal as per the Admissions Appeals Code (2012).
- 6.4.4 Offers must be accepted within 10 school days or the offer may be withdrawn.
- 6.5 Places will continue to be offered until the sixth form and its courses become full, either due to oversubscription.
- 6.7 Waiting lists will be held until 31st December for the relevant years of entry into the school (Years 12). The waiting list will be subject to re-ranking every time a new applicant is added to the list. No waiting lists will be held for Year 13.

7 ENROLMENT (GCSE RESULTS DAY)

- 7.1 When students have been awarded their GCSE and other Level 2 course results, they must provide evidence to the sixth form so that they can be admitted into the sixth form and enrolled onto their courses.
- 7.2 If an applicant receives all of the grades required to meet the general entry requirements and the specific course requirements for their chosen subjects, then they must accept their place by enrolling on results day.
- 7.3 If an applicant with a conditional offer receives grades that are sufficient to meet the general entry requirements, but not the specific course requirements for their subject choices, then their place will still be available, but they will have to choose alternative and suitable courses, dependent on course availability. The new offer will be confirmed on results day and the place must be accepted on results day.
- 7.4 If an applicant receives grades that do not meet the general entry requirements, then the place will be withdrawn. The applicant then has the right to request an independent appeal as per the Admissions Appeals Code.