

BRINE LEAS SCHOOL

An Academy



Admissions Policy for 2019-20

1. AIMS

1.1 This policy aims to:-

- Explain how to apply for a place at the school.
- Set out the school's arrangements for allocation places to pupils 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
- School Admission Appeals Code

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 school's normal point of entry, using the common application form provided by their home local authority.

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

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

3.3 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.

4. HOW TO APPLY

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.

5. CO-ORDINATED ADMISSION ARRANGEMENT FOR SECONDARY SCHOOL

- 5.1 The School complies with the relevant legislation, which requires all Local Authorities (LAs) to co-ordinate admissions arrangements in their areas. 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 1 March.
- 5.2 Academies, such as Brine Leas School, act as their own admission authority, applying their own admission criteria. However, parents will have to complete only one application form and will receive their offer from the LA in whose area they live.
- 5.3 Parents applying for 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 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 Admission Number

The published admission number (PAN) for Year 7 is 215 pupils. Published admission numbers are established for each school in order to decide whether any age group within a school is full.

- 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 Pupils residing outside the boundary of Cheshire East are offered places on the same basis as Cheshire pupils. However, applications on their behalf for a place at this 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 8.1 of this policy.
- 6.4 All preferences must be in writing and those meeting the criteria for this School will be met except where this would prejudice efficient education or the efficient use of resources, e.g. if the year group in question is full.

6.5 In considering applications for places at Brine Leas 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 our published oversubscription criteria.

6.6 Oversubscription Criteria

- 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. **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 a tie break Criteria (iii) will be applied.*
- iii. **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 a tie break, 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 a tie break, 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 a tie break, Criteria (vi.) will be applied.*
- vi. **Children living nearest to the school** measured using the Local Authority address measuring system which measures straight line distances in miles to the place of residence.

* *Random allocation will be administered by someone independent of the school*

7. **CHILDREN WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS OR EDUCATION HEALTH CARE PLANS**

7.1 The Academy will:

- a. subject to its right of appeal to the Secretary of State in relation to a named pupil, admit all pupils with a statement of special educational needs naming the Academy; (see Annex A).
- 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)

8. PROOF OF ADDRESS/RESIDENCY

8.1 Proof of address and residency may be required, and Governors retain 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 In relation to children of multiple births, it may be necessary to offer additional places to these families. This is to ensure that, as far as possible, children from multiple births are not separated.

11. ADMISSION APPEALS

11.1 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 set out the grounds for your appeal in writing and send it to the school address

12. LATE APPLICATIONS

12.1 Late application will be considered at a lower priority than all applications received on time.

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 school of the application, and the school will inform the parents of the outcome of the application by letter/email.

14.2 The Academy 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 not be held for In Year Admissions except for the admission into Year 7 (September Intake) and these will be held until the end of the Autumn Term, in accordance with legal requirements.

Updated by: D Cole	Date: December 2017/January 2018
Approved by LGB:	Ratified by Trustees:

APPENDIX 1 (Known as Annex B in BLS Academy Funding Agreement)

ARRANGEMENTS FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS ('SEN') AND DISABILITIES AT BRINE LEAS SCHOOL

Duties in relation to pupils with SEN

1. The Governing Body of the Academy Trust must comply with all of the duties imposed upon the governing bodies of maintained schools in:
 - Part 4 of the Education Act 1996 as amended from time to time¹;
 - The Education (Special Educational Needs) (Information) Regulations 1999 as amended from time to time;
 - The Education (Special Educational Needs Co-ordinators) (England) (Amendment) Regulations 2008 as amended from time to time².
2. Notwithstanding any provision in this Agreement, the Secretary of State may (whether following a complaint made to him or otherwise) direct the Academy Trust to comply with an obligation described in this Annex where the Academy Trust has failed to comply with any such obligation.
3. Where a child who has SEN is being educated in the Academy, those concerned with making special educational provision for the child must secure that the child engages in the activities of the school together with children who do not have SEN, so far as is reasonably practicable and is compatible with:
 - (a) the child receiving the special educational provision which his learning difficulty calls for,
 - (b) the provision of efficient education for the children with whom he will be educated, and
 - (c) the efficient use of resources.
4. In addition to complying with the duties imposed upon the governing bodies of maintained schools set out in The Education (Special Educational Needs) (Information) Regulations 1999 (as amended from time to time), the Academy Trust must ensure that the Academy's website includes details of the arrangements for the admission of disabled pupils; the steps taken to prevent disabled pupils from being treated less favourably than other pupils; and the facilities provided to assist access to the Academy by disabled pupils (disabled pupils meaning pupils who are disabled for the purposes of the Equality Act 2010³).

Admissions

5. The Academy Trust must ensure that pupils with SEN are admitted on an equal basis with others in accordance with its admissions policy.
6. Where a Local Authority (LA) proposes to name the Academy in a statement of SEN made in accordance with section 324 of the Education Act 1996, it must give the Academy Trust written notice that it so proposes. Within 15 days of receipt of the LA's notice that it proposes to name the Academy in a statement, the Academy Trust must consent to being named, except where admitting the child would be incompatible with the provision of efficient education for other children; and where no reasonable steps may be made to secure compatibility. In deciding whether a child's inclusion would be incompatible with the efficient education of other children, the Academy Trust must have regard to the relevant guidance issued by the Secretary of State

¹ Currently these duties are in sections 313 (Duty to have regard to the Special Educational Needs Code of Practice 2001); 317 (Duties in relation to pupils with special educational needs or EHC plan), 317A (Duty to advise parents that special educational provision is being made); and 324(5)(b) (Duty to admit the child where a school is named in the statement).

² These Regulations are amended by The Education (Special Educational Needs Co-ordinators) (England) (Amendment) Regulations 2009 (SI 2009 No 1387).

³ For the meaning of 'disabled', see section 6 of the Equality Act 2010.

to maintained schools.

7. If the Academy Trust determines that admitting the child would be incompatible with the provision of efficient education, it must, within 15 days of receipt of the LA's notice, notify the LA in writing that it does not agree that the Academy should be named in the pupil's statement. Such notice must set out all the facts and matters the Academy relies upon in support of its contention that: (a) admitting the child would be incompatible with efficiently educating other children; and (b) the Academy Trust cannot take reasonable steps to secure this compatibility.
8. After service by the Academy Trust on the LA of any notice (further to paragraph 7 above) stating that it does not agree with the LA's proposal that the Academy be named, the Academy Trust must seek to establish from the LA, as soon as is reasonably practicable, whether or not the LA agrees with the Academy Trust. If the LA notifies the Academy that it does not agree with the Academy Trust's response, and names the Academy in the child's statement, the Academy Trust must admit the child to the school on the date specified in the statement or on the date specified by the LA.
9. Where the Academy Trust considers that the Academy should not have been named in a child's statement, they may ask the Secretary of State to determine that the LA has acted unreasonably in naming the Academy and to make an order directing the LA to reconsider.
10. The Secretary of State's determination shall, subject only to any right of appeal which any parent or guardian of the child may have to the First-tier Tribunal (Special Educational Needs and Disability), be final.
11. If a parent or guardian of a child in respect of whom a statement is maintained by the local authority appeals to the First-tier Tribunal (Special Educational Needs and Disability) either against the naming of the Academy in the child's SEN statement or asking the Tribunal to name the Academy, then the decision of the Tribunal on any such appeal shall be binding and shall, if different from that of the Secretary of State under paragraph 9 above, be substituted for the Secretary of State's decision.

Where the Academy, the Secretary of State or the First-tier Tribunal (Special Educational Needs and Disability) have determined that it should be named, the Academy Trust shall admit the child to the Academy notwithstanding any provision of Annex A to this agreement.

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ADDITIONAL INFORMATION FOR FULL-TIME STUDENTS TO BL6

This appendix refers to 16-19 year old students seeking admission to full-time AS/A level and Level 3 BTec 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.

The minimum number of external places (published admission number) for September 2017 admission is 25.

In the event that the number of external applicants exceeds the number of places available and further admissions cannot be agreed, the oversubscription criteria set out earlier in the policy will be applied to determine priority.

Application Process

BL6 welcomes Y11 students currently studying at Brine Leas School along with external applicants from other educational institutions. Entry requirements are the same for all applicants.

Students who are interested in attending BL6 are invited to attend a range of events designed to enable them to make informed choices about their Post 16 study. Such events include:-

- Open Morning and Open Evening during the Autumn term as advertised in the local press and on our website.
- 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.
- Subject taster sessions post GCSE examinations during the Summer Term.
- Enrolment will begin immediately following the publication of GCSE results and students will be able to enrol up to the start of term.

Current Y11 student and external students will be accepted into BL6 on the condition they meet the entrance criteria and have applied formally for a place. Application forms are provided at our Open Evening and are also available from the School or they can be downloaded from our website. Students will receive confirmation that their application has been successful once the suitability of courses has been determined.

Confirmation of Places

Students holding offers will have their full time places confirmed at enrolment, following receipt of examination results, provided they meet the general criteria and grade requirements for particular subjects as outlined below.

If students do not meet the criteria, we will discuss at enrolment whether or not an offer of a place can be confirmed. Applicants are encouraged to enrol within 24 hours of the publication of their GCSE results by completing the enrolment form to ensure groups can be organised prior to the start of term. If false information is supplied, BL6 reserves the right to withdraw its offer of a place.

Only in very exceptional cases will an offer of a place be made to students who are unable to follow a full-time course.

BL6 aims to provide students with their first choice combination of subjects requested. Where this is impossible, for reasons such as timetable clashes or over subscription of particular subjects, guidance will be offered about suitable alternatives. If a particular subject is over-subscribed, then places in these subjects will be allocated on the basis of a student's overall profile, although consideration will be given to individual cases.

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)

Entry Requirements for Advanced Courses

We admit students for Y12 AS courses/linear A Levels where academic demands are significantly higher than for GCSE. It is our experience that students who do not meet the criteria below will find the AS courses difficult and they are likely to struggle to make satisfactory progress. In order to be eligible for entry onto particular courses students should have the following qualifications:-

- 5 or more A*- C or 5-9 (*new grade criteria for reformed GCSE's*) GCSE grades (full course).
- Mathematics and English Language GCSE each at grade 5 or above.

Students may be able to study an A Level subject they did not take at GCSE, if they meet other criteria. However, when a subject has been previously studied, there are minimum entry requirements specified for particular AS subjects and linear A Level's. The details of these entry requirements are set out in the BL6 prospectus and are also online.

The Sixth Form reserves the right to admit exceptions to the rule where the decision may be appropriate and to the benefit of the student. Such cases will be considered and judged on an individual basis and when applications below the minimum requirements arise.

Special Consideration

Students who fail to achieve the required grade in English and/or Maths will be considered on an individual basis. Some students are required to re-sit these courses as a prerequisite to entering the sixth form and will take into consideration their previous predicted grades at Level 2.

Requirements of Progression from Y12 to Y13

- Students taking examined subjects will have achieved at least a grade D within the internal mock examinations in a minimum of 3 subjects to guarantee progress from Year 12 to Year 13.
- Students taking a vocational subject will have finished all work targeted for completion during Y12.
- Students who do not meet these criteria will be required to attend a meeting to discuss the terms upon which they may or may not return to the sixth form.

Application to Join BL6 in Year 13

Applications to join Year 13 will only be considered from students who have exceptional circumstances provided there are places available on their chosen courses, and provided they:-

- meet the normal admissions criteria outlined above and are clearly recommended for progression onto A level and BTec courses.
- provide evidence of examination specifications already taken in Year 12, so normal transition to A level can occur.

Application to Join BL6 in Year 14

It is extremely unusual for students to have a third year in sixth form and the school encourages students to move on after two years. In some circumstances, the school will consider allowing students to spend a third year in sixth form, but it does not guarantee a place.