



# Admissions Policy

## 2023 – 2024

Policy Owner:	Local Governing Body
Ratified by:	QAT Board
Date:	September 2021
Reviewed:	December 2022
Next review date:	December 2023

## Contents

Statement of Criteria .....	2
Policy Statement and Procedures .....	2
Admission to Years Twelve and Thirteen (Q3 Academy Great Barr and Q3 Academy Tipton) .....	3
In-Year Admissions .....	3
THE ADMISSION OF STUDENTS TO Q3 ACADEMY GREAT BARR/LANGLEY/TIPTON .....	4
ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE .....	4
ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS .....	7
Annex One: Form for Completion .....	9

## Audience

1. Governors/Board of Trustees
2. Executive Team
3. The SENCo
4. Year Leaders
5. Parents/Carers

## Statement of Criteria

The admission number for each Academy is:

Q3 Academy Great Barr	210
Q3 Academy Langley	300
Q3 Academy Tipton	300

## Policy Statement and Procedures

The aims of this policy are:

- ✓ That the students who move from Key Stage 2 into Key Stage 3 do so in a way that eliminates the worries and concerns that this process may contain;
- ✓ That the curriculum between the Key Stages is bridged in such a way that learning is continuous;
- ✓ That the pastoral system supports the needs of the transferring children as appropriate including those who experience difficulties;
- ✓ That parents/carers feel confident that they are entrusting their children into a caring and stimulating learning environment;
- ✓ To make the students feel welcome in their new environment.

The practices that underpin the policy are:

Pre-transfer:

- ✓ Pre transfer visits by mentors and staff;
- ✓ High profile of Q3 Academy staff in cluster schools;
- ✓ Direct links to out of district primaries by the designated member of staff;
- ✓ The SENCo included in annual review of statemented students before transfer;
- ✓ Friendship Days – These are for those students from Primary schools with only 1 or 2 joining Q3 Academy.

At transfer period:

- ✓ Pre transfer visits by mentors and staff both pastoral and curriculum;
- ✓ High profile of Q3 Academy staff in cluster schools;
- ✓ Direct links to out of district primaries by the designated member of staff;
- ✓ Bridge curriculum activities to ensure continuity of expectations and work;
- ✓ Primary school packs of useful information and data for parents and forms to be completed pre-transfer (sent to students' homes);
- ✓ Personalised visits for individual students as appropriate by designated member of staff and members of the Inclusion team;
- ✓ Pre transfer meetings with students and parents;
- ✓ Transition Week;
- ✓ Welcome guide to support students and their parents.

Post transfer:

- ✓ Bonding events;
- ✓ Mentors provide buddy system as required;
- ✓ Informal coffee mornings for parents;
- ✓ Survey of parents/carers perceptions of transfer at first target setting day.

This procedure will be overseen by an Assistant Vice Principal.

### **Admission to Years Twelve and Thirteen (Q3 Academy Great Barr and Q3 Academy Tipton)**

Admissions to Years 12 and 13 will normally be undertaken by the designated member of staff with responsibility for Sixth Form.

All other admissions will be undertaken by the Head of School.

### **In-Year Admissions**

Procedure for In-Year admissions:

#### *Student Allocated to Q3 Academy Great Barr/Langley/Tipton*

Information on all students is considered by the Head of School and/or Assistant Vice Principal. Hard to place students are identified and the Assistant Vice Principal consults with the Local Authority on HTP list 1 and HTP list 2 students.

When the student has been accepted, the Student Admissions Assistant and the Head of School are informed.

#### *Prior to Interview*

The Student Admissions Assistant contacts previous school for information. The Assistant Vice Principal, allocates the student to a tutor group.

The Student Admissions Assistant contacts the parents/carers to arrange the interview.

#### *Interview*

The interview panel will consist of an Assistant Vice Principal and the Year Leader. Parents/carers will be provided with an information pack. The Assistant Vice Principal will go through the expectations of Q3 Academy and the details regarding all aspects of Q3 Academy, using the information pack as a guide.

A provisional start date will be agreed.

After the interview the student and parents/carers will be given a tour of the Academy. The student will be tested before they leave.

#### *Prior to the Start Date*

Test results/data will be given to the Assistant Vice Principal with responsibility for Curriculum who will telephone the parents/carers of Key Stage 4 students in order to determine options.

Curriculum Directors will be given data enabling them to allocate the student.

The Data Team/Assistant Vice Principal will produce a timetable from the information provided.

The Year Leader will determine the name of a buddy who will support the new student in their first week.

#### *Start Day*

The Assistant Vice Principal will meet the student in reception and escort to the Inclusion area.

The length of time in Inclusion will be set at half a day as a minimum. While students are working in the Inclusion area, they will be issued with their timetable, planner and locker allocation. They will be given a further tour of the Academy. They will go to Tutor Time and meet their buddy. They will then go to normal lessons unless further time is agreed. During the first week (ideally on their first day), the Year Leader will make an appointment for the student to see the Head of School.

## THE ADMISSION OF STUDENTS TO Q3 ACADEMY GREAT BARR/LANGLEY/TIPTON

1. This document sets out the admission arrangements for the three Academies. The document forms an Annex to the Funding Agreement between Q3 Academies Trust the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
2. Each Academy will act in accordance with, and will ensure that the Independent Appeals Panel acts in accordance with, all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the Local Governing Body of the Academy. In particular, each Academy will take part in the Admissions Forum set up by Sandwell Metropolitan Borough Council and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Sandwell Metropolitan Borough Council.
3. Notwithstanding these arrangements, the Secretary of State may direct an Academy to admit a named student on application from Sandwell Metropolitan Borough Council. Before doing so the Secretary of State will consult the Academy.

### ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

4. The admission arrangements for Q3 Academies are:
  - a) Great Barr
    - i. Q3 Academy Great Barr has an agreed admission number of 1050 students (Years 7–11) and a Sixth Form of 250 students. Q3 Academy Great Barr will accordingly admit 210 students in the relevant age group each year if sufficient applications are received;
    - ii. Q3 Academy Great Barr may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, Q3 Academy Great Barr will consult those listed at paragraph 14 below. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.
  - b) Langley
    - i. Q3 Academy Langley has an agreed admission number of 1320 students (Years 7–11). Q3 Academy Langley will accordingly admit 300 students in the relevant age group each year if sufficient applications are received;
    - ii. Q3 Academy Langley may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, Q3 Academy Langley will consult those listed at paragraph 14 below. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.
  - c) Tipton
    - i. Q3 Academy Tipton has an agreed admission number of 1500 students (Years 7–11) and a Sixth Form of 150 students. Q3 Academy Tipton will accordingly admit 300 students in the relevant age group each year if sufficient applications are received;

- ii. Q3 Academy Tipton may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, Q3 Academy Tipton will consult those listed at paragraph 14 below. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

#### Process of application

5. Applications for places at the Academy will be made in accordance with Sandwell Metropolitan Borough Council's co-ordinated admission arrangements. This will be made on the Common Application Form provided and administered by the Sandwell Metropolitan Borough Council. Each Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by Sandwell Metropolitan Borough Council Admissions Forum:
  - a) September - the Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2022 for admission in September 2023). This will include details of open evenings and other opportunities for prospective students and their parents to visit the Academy. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
  - b) September/October - Opportunities provided for parents to visit the Academy;
  - c) October - CAF to be completed and returned to the LA to administer;
  - d) February - LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents.
  - e) 1<sup>st</sup> March offers made to parents by LA.

#### Consideration of applications

6. Each Academy will consider all applications for places. Where fewer than 210 (Great Barr), 300 (Langley) or 300 (Tipton) applications are received, places will be offered to all those who have applied.

#### Procedures where the Academy is oversubscribed

7. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with an Education, Health and Care Plan where the Academy is named, the criteria will be applied in the order in which they are set out below:
  - a) Looked After Children and children who were previously looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
  - b) Admission of students whose siblings (brother, sister, stepbrother and stepsister) currently attend the Academy (including the Sixth Form) and who will continue to do so on the date of admission.
  - c) Admission of students whose parent/carer has been employed at the Academy for two or more years at the time at which the application for admission is made, or the parent/carer has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

- d) Admission of students on the basis of proximity to the Academy using straight line measurement from the main entrance of the Academy to the child's home. This is all calculated by Sandwell LA and is explained in their determined admission arrangements 2022/2023.
- e) In the event that 2 or more applicants tie for last place during the application process the final place shall be decided using an independently verified random allocation.
- f) Twins and multiple births - Special conditions will apply in the event that one child from a set of twins or other multiple births does not gain admission to the preferred school through the admissions criteria. The Academy will exceed the admission number for the school concerned to prevent separation of twins or children from multiple births.

#### Operation of waiting lists

- 8. Subject to any provisions regarding waiting lists in Sandwell Metropolitan Borough Council's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until a month after the admission date. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. At Langley this will involve annual review of the list.
- 9. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 7a - c of this Annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Whenever a child leaves or joins the waiting list, it will be re-ordered in accordance with the oversubscription criteria.

#### Arrangements for appeals panels

- 10. Parents/carers will have the right of appeal to an Independent Appeals Panel if they are dissatisfied with an admission decision of the Academy. The Appeals Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the DfE as it applies to Foundation and Voluntary Aided schools. The determination of the appeals panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties.

#### Arrangements for admission to Post 16 provision

- 11. Each Academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment.
- 12. There will be a right of appeal to the Independent Appeals Panel for unsuccessful applicants.

#### Arrangements for admitting students to other Year Groups, including to replace any students who have left the Academy

- 13. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the Year Group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

## ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

### Consultation

14. Each Academy will consult the following bodies when there are significant changes to its Admissions Criteria or within 7 years of the previous consultation.
  - a) Sandwell Metropolitan Borough Council LA;
  - b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
  - c) Any other governing body for primary and secondary schools (as far as not falling within paragraph (b) located within the relevant area for consultation.
  - d) Parents/Carers of students at the Academy.

### Determination and publication of admission arrangements

15. Following consultation, the Academy will consider comments received. The Academy will then determine its admission arrangements by 15<sup>th</sup> April of the relevant year and notify those consulted.

### Publication of admission arrangements

16. The Q3 Academies Trust (Q3 Academy Great Barr, Q3 Academy Langley and Q3 Academy Tipton) will publish its admission arrangements each year once these have been determined, by sending copies to:
  - a) Primary and secondary schools in Sandwell Metropolitan Borough Council;
  - b) Public libraries in the area of Sandwell Metropolitan Borough Council for the purposes of being made available at such libraries for reference by parents and other persons.

Copies will be made available without charge on request from the Academy.

17. The published arrangements will set out:
  - a) the name and address of the Academy and contact details;
  - b) a summary of the admissions policy, including oversubscription criteria;
  - c) a statement of any religious affiliation;
  - d) numbers of places and applications for those places in the previous year; and arrangements for hearing appeals.



### Representations about admission arrangements

18. Where any of those bodies that were consulted, or that should have been consulted, make representations about the Q3 Academies Trust admission arrangements, it will consider such representations before determining the admission arrangements. Where the Q3 Academies Trust has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult Q3 Academies Trust. Where judged appropriate, the Secretary of State may direct the Q3 Academies Trust to amend its admission arrangements.
19. Those consulted have the right to ask an Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct an Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Q3 Academies Trust and will then determine the Published Admission Number.
20. In addition to the provisions at paragraphs 18 and 19 above, the Secretary of State may direct changes to an Academy proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

### Proposed changes to admission arrangements after arrangements have been published

21. Once the admission arrangements have been determined for a particular year and published, Q3 Academies Trust will propose changes only if there is a major change of circumstances. In such cases, Q3 Academies Trust must notify those consulted under paragraph 14 above of the proposed variation and must then apply to the Secretary of State setting out:
  - e) the proposed changes;
  - f) reasons for wishing to make such changes;
  - g) any comments or objections from those entitled to make such representation.

### Need to secure Secretary of State's approval for changes to admission arrangements

22. The Secretary of State will consider applications from Q3 Academies Trust to change its admission arrangements only when it has notified and consulted the proposed changes as outlined at 14 - 17 above.
23. Where Q3 Academies Trust has consulted on proposed changes it must secure the agreement of the Secretary of State before any such changes can be implemented. The Q3 Academies Trust must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes including any comments or objections from other admission authorities/other persons.
24. The Secretary of State can approve, modify or reject proposals from Q3 Academies Trust to change its admission arrangements.
25. Records of applications and admissions shall be kept by Q3 Academies Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

The Quaker Academies Trust will review this policy annually and assess its implementation and effectiveness.

## Annex One: Form for Completion

### Data Collection Sheets

Surname: \_\_\_\_\_ Legal Surname: \_\_\_\_\_

Forename(s) \_\_\_\_\_ Chosen Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Male ☐ Female ☐

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Student Start Date: \_\_\_\_\_ Previous School: \_\_\_\_\_

**Please give details below of all persons who have parental responsibility and anyone else you wish the Academy to contact in an emergency, in priority contact order.**

**The Priority 1 contact person's phone number** will be used for our automated and emergency alerts – such as Academy closure or child late/absent from school without Parent confirmation

**The Priority 1 email address** will be used for access to the Q3 Academy Parent Portal and for Academy notifications, such as event reminders (e.g. Parents' Consultation Evening).

<b>1.</b> Title: Full Name: Relationship: Parental Responsibility: Yes/No Address:      Home Telephone Number: Mobile Number: Work Number: E-mail address:	<b>2.</b> Title: Full Name: Relationship: Parental Responsibility: Yes/No Address:      Home Telephone Number: Mobile Number: Work Number: E-mail address:
<b>3.</b> Title: Full Name: Relationship: Parental Responsibility: Yes/No Address:      Home Telephone Number: Mobile Number: Work Number: E-mail address:	<b>4.</b> Title: Full Name: Relationship: Parental Responsibility: Yes/No Address:      Home Telephone Number: Mobile Number: Work Number: E-mail address:

Doctor's Name and Address: \_\_\_\_\_

Doctor's Telephone Number: \_\_\_\_\_

Medical Card Number: \_\_\_\_\_

Medical Conditions the Academy should know about:

Any other medical/health information the Academy should know about:

**If you have provided any information in the Medical or Special Educational Needs section, please contact the Academy SENCo on: 0121 358 6186 to discuss this further.**

Does your child have any Special Educational Needs?

Does your child have an EHCP (Educational Health Care Plan)?

**Applicant's Ethnicity:**

**White** ( ) English

( ) Irish

( ) Traveller of Irish Heritage

( ) Gypsy/Romany

( ) Other

**Mixed** ( ) White and Black Caribbean

( ) White and Black African

( ) White and Asian

( ) Any other Mixed background

**Asian or Asian British**

( ) Indian

( ) Pakistani

( ) Bangladeshi

( ) Any other Asian Background

**Black or Black British**

( ) Caribbean

( ) African

( ) Any other Black background

**Chinese** ( )

**Any Other Ethnic Background** ( )

**I do not wish an ethnic background category to be recorded:** ( )

Home Language: \_\_\_\_\_  
(language spoken in the home)

Religion: \_\_\_\_\_

Main Language: \_\_\_\_\_  
(language spoken outside the home)

Nationality: \_\_\_\_\_

**Does your child speak English as an additional language\* (EAL)** ( ) Yes ( ) No

*\*Initially exposed to a non-English language during early development and continue to be exposed to this language in the home or community*

**Mode of Transport:**

Car share	Car/van	Cycle *	Public Bus	Taxi	Walk	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*I hereby support the Academy by ensuring my child wears a cycle safety helmet to/from the Academy for protection.**

**Parent Signature:..... Date:.....**

**Meal Arrangement:**

Sandwiches	Free School Meals	Paid School Meals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please name any siblings at Q3Academy:** \_\_\_\_\_

**Student lives with:**

Mother	Father	Stepmother	Stepfather	Carer/Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If Carer/Other please specify:** \_\_\_\_\_

I understand that I will advise the Academy as soon as possible if there are any changes in the above information in order for them to update my child's details

Please use the space below to outline or comment on any other information that you feel we would benefit from knowing, before your child commences their education at the Academy.

---

---

This is a true and accurate record of my child.

Parent/Carer Signature: \_\_\_\_\_

Parent/Carer name: \_\_\_\_\_

Date: \_\_\_\_\_