



ACADEMY  
GREAT BARR

# Admissions Policy 2025 – 2026

<b>Policy Owner:</b>	Luke Price
<b>Ratified by:</b>	Local Governing Body
<b>Reviewed:</b>	December 2023
<b>Next review date:</b>	December 2024

## Statement of Criteria

The admission number for Q3 Academy Great Barr is 210.

## 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 minimises 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 from Academy staff made available to primary schools;
- ✓ High profile of Q3 Academy Great Barr staff in cluster schools;
- ✓ Direct links established with out-of-borough primary schools;
- ✓ The SENCo included in the annual review of students with an EHCP before transfer;

At transfer period:

- ✓ Bridge curriculum activities;
- ✓ Bridge pastoral activities;
- ✓ Meetings/visits for individual students identified as appropriate based on assessment of needs;
- ✓ Induction Days.

Post transfer:

- ✓ Mentoring and inclusion support for individual students identified as appropriate based on assessment of needs;
- ✓ All students allocated to a Personal Tutor who will also act as the first point of contact for parent/carer enquiries.

Admissions to Year 7 will be undertaken by the Assistant Headteacher with responsibility for transition.

### Admission to Sixth Form (Years 12 and 13)

Admissions to Years 12 and 13 will be undertaken by the Assistant Headteacher with responsibility for Key Stage 5.

### In-Year Admissions

Procedure for In-Year admissions:

Information on all students is considered by the Headteacher and/or an Assistant Headteacher. Hard to place students are identified, and the Assistant Headteacher consults with the Local Authority on HTP list 1 and HTP list 2 students.

When the student has been accepted, the Headteacher is informed.

Prior to Interview:

- ✓ The Student Data Team contacts previous provider for information;

- ✓ The Assistant Headteacher, allocates the student to a Tutor Group and Personal Tutor;
- ✓ The Student Data Team contacts the parents/carer to arrange the interview.

**Interview:**

The Assistant Headteacher will go through the expectations of Q3 Academy Great Barr and a provisional start date will be agreed.

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

**Prior to the Start Date:**

Relevant academic data will be given to the Assistant Headteacher, at KS4 Pathways will then be confirmed in liaison with the Head of Year.

The Assistant Headteacher will produce a timetable from the information provided.

**Start Day:**

The student will be met on arrival by a designated member of staff and will then be taken to The Zone where they will be issued with a timetable, given a tour of their allocated classrooms, and shown where they will report for Tutor Time. Once deemed appropriate, they will be integrated into lessons.

**Admission of Students to Q3 Academy Great Barr**

1. This document sets out the admission arrangements for Q3 Academy Great Barr. The document forms an Annex to the Funding Agreement between the Academy and 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. The 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, the 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 the 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 the Secretary of State**

4. The admission arrangements for Q3 Academy 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.

## 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 information about the arrangements for admission, including oversubscription criteria, for the following September;
  - 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. The Academy will consider all applications for places. Where fewer than 210, 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.
  - e) In the event that two 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 provider through the admissions criteria. The Academy will exceed the admission number 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 coordinated 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.
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 over subscription 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/carers whose application is turned down are entitled to appeal.

### **Annual Procedures for Determining Admission Procedures**

#### Consultation:

14. The 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. Q3 Academy Great Barr will publish its admission arrangements each year once these have been determined, and share with:
  - a) Primary and secondary schools/academies 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 Academy's admission arrangements, it will consider such representations before determining the admission arrangements. Where the Academy 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 the Academy. Where judged appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.
- 19. Those consulted have the right to ask the 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 the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy 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 the 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 Academy Great Barr will propose changes only if there is a major change of circumstances. In such cases, the Academy 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 Academy Great Barr to change its admission arrangements only when it has notified and consulted the proposed changes as outlined at 14 - 17 above.
23. Where Q3 Academy Great Barr has consulted on proposed changes it must secure the agreement of the Secretary of State before any such changes can be implemented. The Academy 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 to change its admission arrangements.
25. Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

The Academy will review this policy annually and assess its implementation and effectiveness.