



Tudor Grange Academy Redditch

## **Tudor Grange Academy Redditch Admission Policy for entry to Year 7 at age 11 in September 2016 and entry into Year 9 at age 13 in September 2016**

This policy contains four sections:

- **Introduction**
- **Admissions process**
- **Oversubscription criteria and definitions**
- **Useful contact details**

**The Policy should be read in conjunction with** Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools 2016-17 and is available to view online at

[www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

A copy of the book is also available to view in schools, libraries and at the Worcestershire Hub.

The Information for Parents book contains full details on the application and allocation process, including the oversubscription admission criteria for each school. **Parents/carers are advised to read the book prior to making an application.**

### **Section 1: Introduction**

Following a successful consultation to change the age range Tudor Grange Academy Redditch became an 11-18 mixed comprehensive with the capacity for 1200 students (plus 220 in the Sixth Form) serving an area of North West Worcestershire. These changes are effective from September 2016. The age range business case also outlined a proposal to reduce the PAN in year 9 to 180 from September 2018, reducing the capacity to 1100 ( including Sixth from ). **This will be subject to future consultation in accordance to statutory guidance.**

The Governing Body is the admissions authority with powers to decide the arrangements for admitting students including the admissions criteria for Tudor Grange Academy Redditch.

The main principle of admission to Tudor Grange Academy Redditch is to maintain the character of the school as a comprehensive school, providing for the needs of young people within the 11-18 age range who live in the part of North West Worcestershire defined as our catchment area. Tudor Grange Academy Redditch will endeavour to provide places for children who live outside the catchment area whose parents/carers wish them to attend the school, provided that they can be accommodated within the published admission limits.

Students will be admitted at the age of 11 and 13+ without reference to ability or aptitude using the criteria below. The Published Admission Number for entry in Year 7 in September 2016 and subsequent years will be 180 unless changed in accordance with statutory procedures. The Published Admission Number for entry in Year 9 in September 2016 and September 2017 will be 280 unless changed in accordance with statutory procedures.

Admission to Tudor Grange Academy Redditch is not dependent on any "voluntary" contribution.

### **Section 2: Admissions Process**

The parents/carers of **ALL** students **resident** in Worcestershire, **including parents/carers whose preference is for the catchment area school for the child's home address**, seeking a place at **any secondary school or high School**, including any Academy, Foundation or Voluntary Aided School, **and any high school outside Worcestershire, must apply through Worcestershire LA by the closing date, 31 October 2015.**

If you do not have access to the internet application forms are available from the school, LA Worcestershire Hub or by request on telephone no: 01905 822700.



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Applications should be made online up until the closing date, **31 October 2015** by visiting [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)

**The parents/carers of pupil's resident outside Worcestershire, who wish to apply for a place at any Worcestershire school, must complete an application form provided by the 'home' LA. (The 'home' LA is defined as the Local Authority relevant to the child's home address). The 'home' LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places.**

### **When are decisions made?**

For students resident in Worcestershire, the offer letters will be posted on **1 March 2016** via second class postage. They will be sent direct to parents/carers, by the Pupil Admissions and Transfers Section, even if it is on behalf of the governing body of an Academy, Foundation or Voluntary Aided School, or a school in a neighbouring LA.

In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application form, a place will be offered at the nearest school with available places.

The offer letter will include an acceptance/decline slip which must be returned by the date specified in the offer letter.

**For students not resident in Worcestershire, the offer or refusal letters will be sent to parents/carers by the home LA, even if it is for a school in Worcestershire.**

Parents/carers are strongly recommended to check all the information they have given on application forms. The Governing Body at Tudor Grange Academy Redditch will endeavour to query any information they believe may be missing or incorrect but cannot be held responsible for any places offered or refused according to ranking of applications based on incorrect or incomplete information provided by parents/carers.

### **Statement of Special Educational Needs/EHCP**

Children for whom a **Statement of Special Educational Needs/EHCP** has been agreed naming Tudor Grange Academy Redditch on the Statement/EHCP: where places required by stated students are known before the Admissions Committee meets, the number of students with statements naming this school will be deducted from either the 180 year 7 places available or the 280 year 9 places available to be offered. Such students are automatically offered places at the school and the Principal and Governing Body will consider each application for a stated student individually. A response of concern may be raised prior to the naming of the school on a Statement/EHCP if they consider that provision will be inadequate for the child's needs or if there is evidence that to admit the applicant would have a detrimental impact on the learning of other students.

### **Applying for Places**

Tudor Grange Academy Redditch welcomes applications from all parents/carers who wish their children to attend the school. Students and their parents/carers who are considering applying are warmly invited to visit the school on our Open Evenings for Year 6 and Year 8 students in the September of the year prior to intended admission. The Governors have a Published Admission Limit of 180 places for year 7 and 280 places for Year 9. The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible.

### **Procedure**

All applications submitted to the home Local Authority naming Tudor Grange Academy Redditch in any position of preference will be forwarded to the school. The Governing Body will rank all applications against the published Admissions Criteria according to the information given by parents/carers on application forms. Applications will be sorted in descending order according to the Oversubscription Criteria below. With only 180 places available in year 7 and 280 places available in year 9 in September 2016 and 2017, this number will be reached at varying levels each year, depending on the number and nature of applications received.

The deadline for receipt of applications published by the Local Authority must be adhered to and applications received after this date will be at a disadvantage in the event of oversubscription.



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### Late Applications

Late applications received upto and including 31 January 2016 will be accepted and treated as being on time only in the following circumstances:

- Where a family have moved address in the catchment area of the school (See Part 1 appendix in Information for Parents booklet)
- Where it is agreed by the Governing Body of Tudor Grange Academy Redditch that circumstances apply and the delay was reasonable, given the circumstances of the case.

### Offers of Places

The Governors' Admissions Committee will rank all applications received by the deadline in order of priority as described below. The names of applicants to whom places could be offered will then be provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to you of a place at the school for which your child ranks highest, where a place is available; if it is possible to make a potential offer at more than one school, then the final offer will be for the school identified as your higher preference. If you have named Tudor Grange Academy Redditch as your preferred school but have not been offered a place, you will be advised of your right to appeal within fourteen days of the date of the Local Authority posting the letter.

Parents/carers must complete and return the acceptance slip contained in the offer letter as soon as possible, indicating whether they are accepting the place (see below for circumstances where an offer may be withdrawn).

Firm offers will be made by the home Local Authority on the published date. Offers will not be made by Tudor Grange Academy Redditch and parents/carers should not contact the school directly if they have not received an offer letter.

The Governors reserve their right to withdraw an offer of a place before the student is admitted to the school where it is found that:

- The offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a student with a stronger claim, for example, the use of an inappropriate home address; or where a parent/carer has not responded in writing to the offer within 14 days of the offer being made.
- It may be necessary for the school to carry out checks to confirm that information given in relation to a child's home address is genuine. Parents/carers may be asked to produce documentary evidence of the address given. If you knowingly give false information in order to obtain a school place you could be guilty of an offence under the Perjury Act 1911.

If you withdraw your application for any reason or wish to decline an offer of a place at Tudor Grange Academy Redditch you must inform the Principal and Pupil Admissions and Transfers at your home Local Authority immediately in writing.

You must also notify any change of the child's home address immediately in writing to the Principal and to Pupil Admissions and Transfers at your home Local Authority.

### Waiting Lists

The parents/carers of students who are unsuccessful in gaining a place in the normal round of applications may write to the Principal at Tudor Grange Academy Redditch to request that the student's name is placed on a waiting list for a place, irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available, it will be allocated from the waiting list according to the Oversubscription Criteria listed below. This waiting list is maintained until the end of December 2016.

Please note that if you wish your child's name to remain on the waiting list for Years 7 or 9 after December 2016, you must write to the Principal at Tudor Grange Academy Redditch at the **start of each new term** confirming that you wish your child's name to remain on the list. Parents/carers who have applied to be included on the waiting list will only be notified if a place becomes available which can be allocated to their child in line with the criteria published. Each waiting list is maintained strictly in order of the priorities in this policy and not based on the date the application was added to the list.



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Therefore applications received after the allocation of places may receive a higher ranking than those who may have been on the list for some time if they have a higher priority in the Oversubscription Criteria.

We have to admit any student who is the subject of a direction by the Local Authority or allocated to us according to the local Fair Access Protocol and any such students take precedence over those on the waiting list.

### **In-Year Admissions for all Year Groups**

Generally, students only transfer from one school to another when there has been a change of home address. Moving your child to another school is a serious step to take and can have a detrimental effect on your child's wellbeing as well as their examination results. Parents/carers are recommended to read the information provided by their Local Authority on in-year transfers. If you feel that there are problems with your child's current school, you should discuss these with the Principal of that school before applying to transfer.

When a place is offered for in-year transfer and there is no significant house move or reason for immediate transfer, admission may be deferred for up to 12 school weeks. This period may be necessary for Tudor Grange Academy Redditch to obtain information from the student's previous school/s to facilitate our planning and provision mapping to meet the student's individual needs with a personalised learning experience. During this period it is the parent/carer's responsibility to ensure that the child receives appropriate education, which may be at their existing school.

The procedure for in-year admissions depends on the school named as first preference on the application form:

- (a) If the first preference for an in-year transfer application is for a Community or Voluntary Controlled School in your own Local Authority, the application should be forwarded to the Local Authority (for Worcestershire, this is Worcestershire County Council, Pupil Admissions and Transfers Section).  
Alternatively
- (b) If the first preference for an in-year transfer application is Tudor Grange Academy Redditch; or another Academy, Foundation or Voluntary Aided School in Worcestershire; or a school in a Local Authority other than Worcestershire the application should be forwarded to the individual school.

Therefore if the first preference is Tudor Grange Academy Redditch, the in-year transfer application form should be forwarded to Tudor Grange Academy Redditch. If you are in any doubt as to the status of a school, please seek advice from your Local Authority or the school concerned. If you have named any other school on the form as your second, third, etc. preference, we will liaise with the Local Authority and/or other schools as appropriate.

The procedure for in-year admissions for Worcestershire residents is as follows;

1) Parent/Carer to obtain an application form (CA1), if a resident in Worcestershire, from any of the following sources;

- Child's current school (if in Worcestershire).
- School being applied for (if in Worcestershire)
- Worcestershire Hub Centre (Tel 01905 822700)
- Download from website [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)

2) Parent/Carer to complete the application form and ensure form is counter-signed by current Principal (if already attending a Worcestershire School).

3) In the case of a first preference for a Community or Voluntary Controlled School, the parent/carer should then forward the form onto the Pupil Admissions and Transfers Section to be processed.

4) In the case of a first preference for Tudor Grange Academy Redditch or another Academy, Foundation or Voluntary Aided School, or a school in another Local Authority, the parent/carer should forward the form to the individual school.

5) Tudor Grange Academy Redditch will write to parents/carers, normally within 10 school days, of the form being received to notify of the decision. In the case of an Academy, Foundation or Voluntary Aided school, the school will also notify the Local Authority. Where it is not possible to offer a place,



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parents/carers will be notified of the right of an appeal by the relevant admission authority and in most cases, an alternative school will be offered.

6) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

**The parents/carers of students resident outside Worcestershire, who wish to apply for a place at any Worcestershire school, must complete an application form provided by the 'home' LA.** (The 'home' LA is defined as the Local Authority relevant to the child's home address). **The 'home' LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places, the 'home' LA will notify of the decision – see item 4 above).**

Waiting lists for Academy, Foundation and Voluntary Aided Schools, are maintained by the individual schools and parents/carers will need to contact the school directly, in order to be included.

Tudor Grange Academy Redditch intends to hold waiting lists for any oversubscribed year group after 1st September. Each term the waiting lists for each year group are re-compiled. Parents/carers must write to the Principal at Tudor Grange Academy Redditch at the start of each new term confirming that they wish their child's name to remain on the list. If a place should become available, applications currently on the waiting list will be ranked according to our Oversubscription Criteria as described below and an offer will be made to the child who ranks highest at that time.

### Appeals

The parents/carers of children who are unsuccessful in gaining a place at Tudor Grange Academy Redditch may appeal to an Independent Appeals Panel. Parents/carers wishing to do this should contact, in writing, the Clerk to the Governing Body of Tudor Grange Academy Redditch **within fourteen days of receipt of notification.**

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Parents/carers may attend the hearing of their appeal and make their case to the panel. Whether an appeal is successful is likely to depend on the merits of the case.

### Section 3: Oversubscription Criteria

The purpose of the published oversubscription criteria is to give everyone a fair opportunity to apply for a place at the school in accordance with our main principle of admission as defined above in the Introduction. The Governors' Admissions Committee takes considerable time and the utmost care to ensure that the system is applied fairly.

Where there are more applications than places students will be offered places in the following order of priority (for definitions of the words in bold, see the section below on Definitions):

- 1 **Relevant 'Looked After' and previously 'Looked After' Children.**
- 2 Children living in the **catchment area** of the school **and** attending Walkwood, Ridgeway or Woodfield Middle Schools. Catchment maps are available to view in school or via the Tudor Grange Academy Redditch website.
- 3 Children who have **sibling/s** or step sibling/s currently attending Tudor Grange Academy Redditch. The sibling link will include half-siblings (that is children who share one birth parent) and legally adopted children. They must also be living at the same home address and the sibling must still be attending Tudor Grange Academy Redditch at the time of application and likely to be attending at time of admission.
- 4 Children living in catchment area but not attending one of the schools named in (2).
- 5 Children attending a **feeder school** but who do not live in the Tudor Grange Academy Redditch catchment area.
- 6 In the case of over subscription for all criteria, places will be allocated to students who live nearest to the school by the shortest straight line distance. The measurement will be taken



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using the GeoCode Points for each property and the GeoCode Point for the centre of the school. The Local Authority use a software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process).

The school may be required to exceed its published admission number by up to two places in each year group to admit students:

- Who have been or are at high risk of being permanently excluded from school
- Who are **Relevant Looked After Children**
- Schools can be required to admit pupils recognised by the local authority as being 'hard to place' within the 'Fair Access Protocol.'

Where there are too many applications from within the first category, applications will be given priority if they meet the conditions of the second category. If any places then still remain, applications will be given priority according to the third category, and so on.

In the event of a tie-break on distance from **home** then lots will be drawn for any available place. This will be conducted independent of the Governing Body of Tudor Grange Academy Redditch.

### **Definitions**

#### **Relevant Looked After Children**

'Looked after' means all those currently in care or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in care or accommodated by a Local Authority but immediately after being looked after, became subject to an adoption, residence or special guardianship order.

#### **Catchment Area**

Our catchment area is defined on the map which may be viewed at the school on request and which is available on the school website at [www.redditch.tgacademy.org.uk](http://www.redditch.tgacademy.org.uk), or from Pupil Admissions and Transfers at Worcestershire County Council. Proof of residence may be required. The offer of a place may be withdrawn if acceptable proof of residence is not provided when requested.

If you wish to check whether your address falls within the catchment area for Tudor Grange Academy Redditch, you may also visit [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) and use the on-line postcode catchment area checker.

While there is no guarantee of a place for children living in our catchment area, it has been the case in the last few years that places have been offered to most or all applicants resident in catchment. This cannot be relied upon for the future as demographic and other changes may make it less likely.

#### **Sibling**

The Governing Body of Tudor Grange Academy Redditch will endeavour to treat applicants who are twins or children of other multiple births with consideration when considering their ranking in the event of oversubscription but cannot guarantee that a place can be offered to every child of a multiple birth if insufficient places are available. In the event of parents/carers submitting applications for more than one child of the same birth date, should an offer be made for one place the parent/carer must decide which child will accept the place.

#### **Feeder School**

Our feeder middle schools are Ridgeway Middle School and Walkwood Middle School. Applicants must be on roll at one of these schools at the time of application to qualify under this category. NB As stated in category 2 above, students attending Woodfield Middle School must also live in the catchment area for Tudor Grange Academy Redditch.

There is no guarantee of a place at Tudor Grange Academy Redditch for applicants attending a feeder middle school.



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### Home

Home is defined as the address where the student usually lives at the time of application and which is the address of the parent/carer who receives Child Benefit for the student. Documentary evidence may be required.

### Section 4: Useful contact details

Tudor Grange Academy Redditch

Tel: 01527 523088

Web: [www.redditch.tgacademy.org.uk](http://www.redditch.tgacademy.org.uk)

Email: [office@redditch.tgacademy.org.uk](mailto:office@redditch.tgacademy.org.uk)

Principal: Rose Rees

### Worcestershire Pupil Admissions and Transfers

Tel: 01905 822700

Web: <http://www.worcestershire.gov.uk/schooladmissions>

### Postcode catchment area on-line check

Web: <http://www.worcestershire.gov.uk/schoolinformation>

**Parent Partnership Service:** local information and independent advice on pupil admissions and transfers to schools

Tel: 01905 610858

Web: [www.ppsworcs.co.uk](http://www.ppsworcs.co.uk)

**ACE (Advisory Centre for Education):** a national charity that provides independent advice for parents and carers of children aged 5-16 in state-funded education

Tel: 0808 800 5793

Web: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

### Transport Assistance

Free transport to school may be provided by the Local Authority in certain circumstances. Full details are available from your Local Authority. The contact details for Worcestershire are:

Tel: 01905 765765

Web: [www.worcestershire.gov.uk/schooltransport](http://www.worcestershire.gov.uk/schooltransport)

The information contained in this policy is correct at the time of going to press (April 2015) but minor amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the Governing Body at Tudor Grange Academy Redditch including information published by Worcestershire County Council.