



Tudor Grange Academy Redditch

Admissions Policy 2024 - 2025

1. Introduction

- 1.1 Tudor Grange Academy Redditch will maintain nominal Secondary School status, maintaining Pupil Admission Number (PAN) of 180 students in Years 9, 10, 11 and 220 in the Sixth Form but set a pupil admission number (PAN) of zero for years 7 and 8 within the mainstream provision. Admission for years 7 and 8 would be only to the specialist autism base through an Education, Health and Care plan (EHCP).
- 1.2 This document sets out the admission arrangements for The Tudor Grange Academy Redditch, and should be read in conjunction with Worcestershire County Council's Information for Parents Book on Admissions and Transfers to Schools, which is available to view online at www.worcestershire.gov.uk/schooladmissions. 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.
- 1.3 The Tudor Grange Academy Redditch is a mixed comprehensive with the capacity for 1100 students serving an area of North West Worcestershire. The Academy will endeavour to provide places for children who live outside the catchment area and whose parents/carers wish them to attend the school, provided that they can be accommodated within the published admission limits.
- 1.4 The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice).
- 1.5 Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named student at the Tudor Grange Academy Redditch on application from the LA. Before doing so the Secretary of State will consult with the Academy.

2. Admissions Arrangements

- 2.1 The admission arrangements for the Academy for the academic year 2023-24, and subject to any changes approved by the Secretary of State, for subsequent years are as described below:
 - a) The Academy will have an agreed admission number at Year 9 of 180 students and admission to Year 7 and 8 only to the specialist autism base through an Education, Health and Care Plan (EHCP).
 - b) The Academy may set a higher admission number as its Published Admission Number (PAN) for any specific year. Before setting an admission number higher than its agreed number, the Academy will consult in accordance with published statutory regulations.
 - c) Students will not be admitted above the PAN unless exceptional circumstances apply, and such circumstances shall be reported to the Secretary of State.
- 2.2 Schools Admissions co-ordinate all applications and parents should apply directly to the Local Authority rather than the school directly. The details of all applications will be sent directly to the academy for consideration.



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- 2.3. The admissions timetable has certain nationally set dates and other dates are specified in the co-ordinated scheme that is approved for Worcestershire as a whole. The online application system opens on 1st September every year. The national set closing date for High School applications is 31st October. The national set offer date for High Schools is 1st March. These are set in statute and do not vary.
- 2.4. The Academy will consider all applications for places. 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. Firm offers will be made by the home Local Authority on the published date. Offers will not be made by the Academy, and parents/carers should not contact the school directly if they have not received an offer letter.
- 2.5. Where fewer than the relevant number of applications are received, the Academy will offer places to all those who have applied.

3. Procedure for allocating places, including dealing with over subscription

- 3.1. Where there is over subscription, i.e. the number of applications for admission to the Academy is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with EHC Plans where the Academy is named on the statement, the criteria will be applied in the following order:
- 3.2. Admissions to Year 9:
- a) Children who are in the care or interim care of a local authority, or children who are accommodated by a local authority, pursuant to S22 (1) of the Children Act 1989 and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state case as a result of being adopted.
 - b) Children of parents living in the Designated Geographical Area (DGA).
 - c) Children whose siblings currently attend the Academy and who will continue to do so on the date of admission.
 - d) Children on the basis of proximity to the school using straight line measurement from the main entrance of the Academy to the main entrance of the child’s home. The LA provides an e-store service to the majority of schools providing distance measurements using Geocodes.

Criteria d) will act as a tie-break in the event of the admission number being reached through criteria a) to c). In the event of a tie-break at criteria d), the Academy will use random allocation supervised by someone independent of the Academy.

In the event that one or more but not all children from a multiple birth can be allocated a place(s), all of the children from that multiple birth will be admitted even if this takes the school over PAN.



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3.3. Admission of children outside their normal age group:

Parents may seek a place for their child outside their normal school age group, for example, if their child is gifted and talented, or has experienced problems such as ill health. If parents wish to do this they must contact the Academy. The decision whether a child is admitted outside their normal age group will be made on a case by case basis by the LGB.

- 3.4. In accordance with the School Admissions Code 2014, the LGB will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking into account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The LGB will also take into account the views of the Principal. When informing a parent of their decision on the year group the child should be admitted to, the LGB will set out clearly the reasons for their decision. The LGB will ensure that the parent receives the response to their request before primary national offer day.

4. Definitions

The following definitions apply to the oversubscription criteria:

- a) Children are siblings if they are half, full or adoptive brother or sister or if they are children living in the same household.
- b) 'Living' means that the child's home address is that where the child spends the majority of time and is living with the person who has parental responsibility and/or is the main carer set out in the Children Act 1989.

5. Operation of waiting lists

- 5.1. Subject to any provisions regarding waiting lists in the LA's coordinated admissions scheme, the Academy will operate a waiting list. This will be maintained by the Academy and it will be open to parents/carers to ask for their child's name to be placed on the waiting list following an unsuccessful application.
- 5.2. Names of unsuccessful applicants placed on the waiting list will remain there until the 31st December.
- 5.3. Position on the waiting list will be determined solely in accordance with the criteria set out in paragraph 3 above. Where places at the Academy become available, they will be allocated to children on the waiting list in accordance with the same criteria. This implies that a child's name may go up or down the over-subscription list.



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6. Arrangements for admitting students to other year groups, including those to replace any students who have left the Tudor Grange Academy Redditch

The Local Authority has approved a co-ordinated admission scheme for in-year admissions, from 2024-2025 onwards, all applications should be sent to School Admissions, who will co-ordinate applications on behalf of the school and the Local Authority, in the same way as intake applications are dealt with. Further information can be at the following link: <http://www.worcestershire.gov.uk/inyearapplications>

7. Right of appeal

Parents have the right to appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy, and the Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code of Practice published by the DfE. The determination of the Independent Appeals Panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries that parents may have about the process.

8. Fair Access

As part of the Worcestershire Fair Access Protocol, all schools can be required to exceed the published admission number to admit students covered by the Protocol. Any such students take precedence over those on the waiting list.