



Shireland Collegiate Academy Trust

Shireland Technology Primary – Admissions Policy 2022/23

Committee and Date Approved	
Category	Statutory
Next Review Date	
Officer Responsible	Trust Board

The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.

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Introduction

Shireland Technology Primary (STP) is a 4-11 primary school supported by Shireland Collegiate Academy Trust and established via the free school programme. It aims to provide a high-quality education for local children and prepare them for secondary school and beyond in a safe and welcoming environment.

Our inclusive admissions process will at all times be open, transparent and fair, and will meet the requirements of the national Schools Admissions Code, the Appeals Code and Admissions legislation. Shireland Technology Primary will process applications inside the normal local authority process for co-ordinating school offers.

Our Vision & Values

Our vision at Shireland Technology Primary is to develop the next generation of Smart Creative learners ready to enter a technology-rich world with the skills they need to be successful. We have three core beliefs:

- We believe that every pupil will have access to a whole education underpinned by academic rigour.
- We believe that every pupil should be equipped for today, tomorrow and their future lives, through teaching cutting-edge skills and the ability to discover the world and beyond.
- We believe that every pupil should be safe, happy, ambitious for themselves and respectful of all.

All of this is underpinned by a set of strong values that are central to Shireland Technology Primary. They are: **Excite / Explore / Excel**

Admission number(s)

The school is a two-form entry primary and as such has an admission number of 60 pupils.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, places will be offered at the school to all those who have applied.

In accordance with the law, children with Education Health and Care Plans will be admitted to the school where the Local Authority has specifically named Shireland Technology Primary as the most appropriate placement.

Application process

Shireland Technology Primary will process applications inside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form with your school choices as set out by the local authority. The local authority will be in touch regarding the process in the run up to admissions being open.

As applications to Shireland Technology Primary are part of the LA co-ordinated admissions arrangements, parents/carers will be offered a place at one school. If you applied online, you will be able to log onto your account and view your offer. Where applications have been made via a paper copy of the form, an offer letter will be sent in the post with second class postage on the national offer day. In this instance, once places have been confirmed, you need to advise the Local Authority in writing whether you wish to accept your offer.

Those not offered a place at Shireland Technology Primary will be informed on the national offer day and will be offered a place at an alternative school by the Local Authority.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. 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. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.¹
2. Priority will next be given to the siblings of pupils attending the school at the time the application is received. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
3. Priority will next be given to children living closest to the school. Distance is measured in a straight line from the child's home to the school's main entrance.² *Where parental responsibilities are equally shared, the home or residential address will be considered to be with the parent/carer with whom*

¹ A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions as defined by section 22 (1) of the Children Act 1989 at the time of making the application for a school place

² Measured from the Local Land and Property Gazetteer address base for the property.

the child spends the majority of the school week (Sunday to Thursday night) and which is registered with their GP.

Tie-break

If in categories 2-3 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the main entrance of the school in a straight line.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-3 above to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

Late applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Waiting lists

The school will operate a waiting list for each open year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the 31st December after the year of entry, unless parents specifically request to have their child's name remain on the list. This 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

In year admissions

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. To apply for a place other than the normal intake into the reception class, parents must apply using the in-years application form available on Sandwell Local Authority's website ([Changing schools | Sandwell Council](#)).

Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

Parents will be advised of the outcome of their application in writing from the Sandwell Local Authority and, where the decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

Appeals

The Governing Body of STP has contracted the appeals function to Sandwell Local Authority (LA).

If you are unhappy with the school allocated to you (even if it was your first preference) and you wish to appeal, contact the LA's Admission and Appeals Service for an appeal form. Before deciding to appeal, you may wish to contact the Advisory Centre for Education (0808 800 5793) who will provide you with free, impartial advice.

If you choose to exercise your right of appeal, arrangements will be made for you to attend an appeal hearing. The Appeals Panel is independent of the LA and STP and is arranged by Democratic Services of the Council. The Panel will consist of 3 or 5 members. There will also Admissions & Appeals Page 7 be someone representing STP (this will be a LA officer) and a clerk from Democratic Services in attendance. At the meeting, you will be invited to say why you would like your child to go to STP rather than the one offered. The LA officer will explain why a place at STP has been refused.

You cannot appeal for STP if you did not list it on your common application form. The LA recommends that you accept the school that has been offered to you even if you decide to appeal for STP. By accepting the school offered, you will guarantee a school place for your child. If you refuse the place, you are likely to be reducing the options which may be available to you. Accepting the place will have no bearing on the outcome of your appeal.

Appeal hearings will normally be held within 40 school days of the deadline for submitting an appeal i.e during the late Spring and early Summer Terms. You will be given 10 days' notice of an appeal hearing date and time. Appeals for heavily oversubscribed schools can last for up to two weeks. You will be notified of the decision no later than five school days after the last hearing unless there is good reason why the decision has been delayed.

The decision of the Panel is binding on parents, the LA and schools. The Council, Councillors and even Members of Parliament are unable to change its decision. If you think that the appeal process has been conducted unfairly you can complain to the Local Government Ombudsman. However, the Ombudsman does not have the power to change the decision of the Panel.

All arrangements for allocation of school places and for appeals will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department for Education.

Notes

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.