

be received) on time. The Board of Trustees may consider a late application (between October 31st and 31st January) as being "on-time" in the following circumstances

8.4 In-year applications, which are made on application form CA1 (available from schools or from WCC), must be forwarded to the Worcestershire School Admissions Team, and countersigned by the Headteacher of the child's current school. The School Admissions Team will write to the parents, usually within 10 days with a decision and, if necessary, of the right to appeal. The whole process is detailed in the following link:

<https://www.worcestershire.gov.uk/coordinatedschemes>

8.5 Parents may only make one application for a child in one academic year unless there are significant or material changes in the circumstances of the child, parent or the school.

9. Does the school accept admissions outside of chronological age group?

Parents/carers may request that their child be admitted outside of their normal age group, effectively in the year group below or above their chronological age group, although such requests are rare.

The Board of Trustees must make the decision based on the circumstances of each case and in the best interests of the child concerned. It will take into account the views of the Headteacher and parents/carers and seek information about the child's academic, social and emotional development and, where relevant, their medical history and the views of a medical professional.

Please be aware that even if delayed or accelerated entry is agreed, the normal admission arrangements apply and there is no guarantee of a place. You should therefore give careful consideration to requesting delayed or accelerated entry.

10. How does parental responsibility affect the admission process?

10.1 The law allows any parent/carer that has parental responsibility for a child to express a preference as to which school they would like the child to attend. Should more than one parent have parental responsibility for a child, both parents should be in agreement over the preferences expressed prior to the application being submitted. Where more than one parent submits an application for a child, or where there is a parent not in agreement with the preferences, we may not be able to process any application until agreement over the preferences is reached. Failure to ensure agreement prior to submission may result in a delay in any application being processed and in some instances, where agreement cannot be reached, we may not be able to proceed until a legal resolution has been sought and the courts determine which parent can make the final decision on schooling.

11. What are the school's oversubscription criteria?

11.1 South Bromsgrove High has always been oversubscribed. The purpose of the oversubscription criteria is to allow everyone a fair opportunity to apply for a place in the school and to enable the school to be transparent about this process.

2. Children of any staff who have been employed at the school on a permanent contract for at least two years at the date of application or who have been recruited to fill a vacant post for which there is demonstrable skill shortage.
3. Students with a sibling on roll at South Bromsgrove High at the date of application who is likely to be on roll at the date of admission.
4. Students whose home is within the catchment area of the school and who are on roll at a feeder middle school at the date of application.
5. Students whose home is within the catchment area of the school.
6. Students who are on roll at a feeder middle school at the date of application.
7. Students who live nearest the school by the shortest straight line distance.

11.3 The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Board of Trustees will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies 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 Board of Trustees/Academy Trust will supervise this process and the outcome will be recorded and witnessed).

11.4 Where there are too many applications from within the first category, applications will be given priority in meeting the conditions of the second category and so on.

11.5 The Board of Trustees will accept late applications (including late changes to on time applications), received between 1st November 2024 and 31st January 2025 and treat them as being on time, **only** in the following circumstances;

- i) where a family have just moved home address
- ii) where it is agreed by the Board of Trustees that individual circumstances apply and the delay was reasonable given the circumstances of the case;

In each case **independent** supporting documentary evidence will be required.

Any other applications received after the closing date will only be considered for places, after all those applications received (or deemed to be received) on time.

12. What is the school's policy on Multiple Births?

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

13. Appeals

13.1 Parents of children who are unsuccessful in gaining a place at South Bromsgrove High may appeal to an Independent Appeals Panel.

13.2 If you wish to appeal you should write, setting out the grounds for your appeal, to the Admissions Officer of South Bromsgrove High within 20 school days of receipt of notification that your application was unsuccessful.

13.3 You will receive at least 10 days of notification of the appeal hearing and will usually be told of the outcome of the appeal within 5 days of the hearing.

13.4 Parents are invited to attend hearings and make their case to the Appeals Panel. Although if this invitation is declined the appeal will be heard on the basis of written evidence only. You may be represented or accompanied by a friend. Only one appeal is permitted in one academic year.

14. Definitions

Children Looked After A "looked after child" has the same meaning as in section 22(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 (eg 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 care as a result of being adopted. Admission authorities can request evidence to verify that a child adopted outside of England was in state care ahead of that adoption being finalised. Admission authorities can accept any evidence that they feel verifies to their satisfaction that a child was previously in care outside of England before being adopted.

Home Address Home is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides and which is the usual address of the parent/carer with main responsibility for the child. Where parents/carers have shared responsibility, the child's home address will be considered to be that of the parent/carer with whom the child lives for the majority of the school week (e.g. three or more days out of five Monday to Friday during term-time).

Where care is split equally, parent/carers can decide which address can be used in the admissions application process. Documentary evidence of home address may be required, including evidence that the child and his or her main parent/carer will be resident at the address at the date of admission.

Catchment area Our catchment area is available on our website from WCC and parents can use the on-line postcode checker to determine whether their home falls within the catchment area.

We hope to offer places to all children living in the catchment area who have submitted a valid application by the deadline date and this has been the situation in previous years. However, due to the increase in new house building in Bromsgrove, there is no guarantee that this will be the case this year.

In order to qualify as living within the catchment area the Governors will need to be satisfied that you actually do live within that area or property at the relevant closing date and at the time of admission. In all other circumstances, or if the application is not received until after 31st January, late applications (including late changes to on time applications), will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time.

If you are in the process of moving to live in the catchment area at the time of your application you need to provide us with firm **independent** evidence of when you will actually begin to live

Feeder School Our named feeder schools are Alvechurch CE Middle School, Aston Fields Middle School and St John's CE Middle Academy.

Admissions

The information contained in this policy is correct at the date below, but minor amendments may