



*William Brookes Academy Trust*

# Admissions Policy

## For 2019/20

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## ***Admissions Policy for 2019-20 William Brookes Academy Trust***

Published Spring 2018

William Brookes School is an academy and therefore an admission authority in its own right. As such, the Academy Trust is responsible for setting its own admission arrangements. Governors of William Brookes School have adopted Shropshire Council's admission arrangements as applicable to community and voluntary controlled schools within north and south Shropshire. However, from September 2015, the sibling criteria definition has been extended to include those students whose siblings attend William Brookes' Sixth Form. A copy of the determined arrangements is available for viewing on the Council's website.

The school has an admission number of 162.

### **Year 7 Admissions**

For transfers to secondary school in Year 7, Shropshire Council's Admissions Team co-ordinates the admissions process and all enquiries regarding Admissions should be addressed to them. They publish a booklet "Parents' Guide to Education in Shropshire" each year with up to date information about schools and a full explanation of the admissions processes. The booklets are available from the Shropshire Council website or reference copies are available in schools and local libraries. Parents/carers who may wish to speak directly to an Admissions Advisor may also contact them through the Admissions Team. Admissions for any year group other than the start of Year 7 will be classed as In-Year or Mid-term applications and will be handled directly by the school.

The contact address for Shropshire Council is: Admissions Team, Learning and Skills, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. Tel: 0345 678 9008  
or email: [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)  
Website: [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

For the Year 7 intake in September 2018, the number of preferences received and places allocated (before appeals) was as follows:

<b>Date of Allocation</b>	<b>Admission Limit</b>	<b>No of 1st preferences received</b>	<b>Total places allocated</b>	<b>No of 2nd preferences allocated</b>	<b>No of 3rd preferences allocated</b>
March 2018	162	199	162	3	5

Parents complete just one common application for their home LA stating preferences for up to three schools, regardless of the location of the schools to which they want to apply and of who the school's admission authority might be. If there are more applications for places than are available within the admission limit, then priority will be given based on the admissions criteria shown below. Children with a Statement of Special Educational Needs or Education and Health Care Plan which names William Brookes School will be allocated places, after which places are allocated up to the Published Admission Number of 162 according to an agreed set of criteria in strict order of priority as shown below.

1. Looked After Children who are in Public Care or children who were Looked After but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
  2. Children with a medical need that can only be met by attending this school and cannot be met by any other school. (Evidence will be required from a relevant medical professional).
  3. Children living inside the designated catchment area will have priority of admission. If there are not enough places for all the children in the catchment area then the following criteria for admission will apply in order:
    - 3a. Priority will be given to children living within the catchment area\* who will have an older sibling at the school on the day they are due to start school.
    - 3b. After that, priority will be given to other children who live within the catchment area.
- \*The designated catchment area can be viewed through LocalView on the Shropshire Council website [www.shropshire.gov.uk](http://www.shropshire.gov.uk)
4. If there are spaces still available after the above criteria have been applied, children living outside the designated catchment area will be offered places according to the following criteria:
    - 4a. Children who will have an older sibling at the school on the day they are awarded the place in school.
    - 4b. Children living outside the catchment area who have attended a state-funded primary school that lies within the catchment area for more than a whole academic year immediately prior to transfer. (Namely; Barrow 1618 CE Free School, Brockton CE Primary, Broseley CE Primary, John Wilkinson Primary (Broseley), Buildwas Primary, Church Preen Primary, Christ Church CE Primary (Cressage) and Much Wenlock Primary.) See Appendix 1 for William Brookes School's catchment area.

- 4c. Children of staff in either or both of the following circumstances:
- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4d. All other children.

Each category will be rank ordered according to the distance from home to school as a straight line measurement.

**Notes:**

A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 18 years). Adopted siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives/friends who take up residence in a home in order to establish an 'in catchment area' address will not be given priority under the sibling criterion.

For admissions purposes all distances are measured as a straight line distance on a computerised mapping system between the home address and the nearest entrance gate of the relevant school by pinpointing their eastings and northings. The shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest the ground floor will be deemed to be the nearest in distance.

Residence in catchment area can only be considered when formal confirmation (e.g. signed tenancy agreement when no property is owned, or exchange of contracts) of the address has been received.

All applicants are required to give correct information about the genuine residential address of the child. Where any information regarding a home address is found to be fraudulent or misleading a school place may be withdrawn even if the child has been admitted to the school.

In the event that two applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

If unsuccessful on allocation day, Shropshire Council will offer a review when the waiting list will be formed from those parents who advise the Admissions Team that they wish to pursue a place at the school. At the end of the review period, parents who have still not been successful in securing a place have the right to appeal against the decision. Parents may remain on the waiting list from the review period onwards.

For the first term of Year 7, Shropshire Council will continue to maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants on the waiting list in strict accordance with normal published oversubscription criteria.

### **Mid-term or In-Year applications**

Mid-term applications will be dealt with using the same admissions criteria given above. To apply for a place other than the start of Year 7, parents should apply directly to the school on a mid-term application form available from the Shropshire Council website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) or from school ([www.williambrookess.com/parents/Letters&Forms](http://www.williambrookess.com/parents/Letters&Forms)). If there is a space in the relevant year group, a place will be granted. If the application is for a place in an over-subscribed year group then the Headteacher will meet with the School Registrar to consider whether additional places can be offered above the published admission number. If a place cannot be offered, parents will receive a formal letter and information on how to appeal against the decision.

Other than the first term of Year 7, the school will maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. If a place can be offered the applicant will be expected to take up the place within 6 school weeks or by the start of the next half term, whichever is the earliest date. If an offer of a place is refused, the name will be removed from the waiting list. At the end of the first term of the academic year of admission, the waiting list will transfer from Shropshire Council to the school.

Appendix 1

