

Sept 2014



Policy No. 23

**2014/15**

## **ADMISSIONS POLICY**

***RISE*** *Raising Achievement in Smith's Wood Education*

### Admission Procedures

There is **one** route of contact for all **new admissions**:

- An information booklet about the process for making an application is available from Solihull Council in the July of your child being in Year 5
- Parent(s)/Guardian must apply online to their home council, eg., if you live in Solihull you apply to Solihull Council. If you live in Birmingham and want to apply to Smith's Wood Sports College you must apply to Birmingham Council
- Smith's Wood Sports College will have an Open Evening in the September of your child being in Year 6, when parent(s)/guardians and your child will have an opportunity to look around the College and meet staff and pupils. An information pack will be given to you, concerning relevant details of the College and its facilities etc.
- Closing date for applications is 31<sup>st</sup> October
- Places are offered by your relevant Council on 1<sup>st</sup> March (or the next working day)

If a pupil moves from outside the Borough into the catchment area and elects Smith's Wood Sports College as their local catchment school then we must be in a position to accept them onto our roll.

Education Authority policy is that we cannot decline to offer a place to a pupil whose name is given to us by the Local Education Authority, providing we have a vacancy.

Taken from the Schools Admission Code which came into effect on the 28<sup>th</sup> February 2007 made under the Schools Standards and Framework Act 1998.

Where an application is made outside arrangements covered by an In-Year Fair Access Protocol\*, admission authorities may decide to refuse to admit a child with challenging behaviour even though there are places available, on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources. This will normally only be appropriate where a school has a particularly high concentration of children with challenging behaviour or previously excluded children and one or more of the following exceptional circumstances exists, namely that the school:

- a) requires special measures or has recently come out of them (within the last two years);
- b) has been identified by Ofsted as having serious weaknesses or requiring significant improvement and therefore given 'notice to improve';
- c) is subject to a formal warning notice;
- d) is a Fresh Start school or Academy open for less than two years; or
- e) is a secondary school where less than 30% of children are achieving 5 or more GCSEs at grades A\*-C, or a primary school where fewer than 65% of pupils achieve level 4 or above at Key Stage 2 in both English and mathematics for four or more consecutive years.



\*In-Year Fair Access Protocols (formerly referred to as 'hard to place pupil protocols') exist to ensure that access to education is secured quickly for children who have no school place, and to ensure that all schools in an area admit their fair share of children with challenging behaviour. Smith's Wood Sports College complies with the Fair Access Protocol issued by Solihull MBC.

### **Protocol for accepting mid-term admissions into Smith's Wood Sports College.**

If you want to apply for a place at Smith's Wood Sports College at any time other than the start of Year 7 you must fill in an application form available from Solihull MBC.

If you have moved into Smith's Wood Sports College catchment area and there is a place available, and your child's current school is too far away, then a place will be offered by Solihull Council. You must complete the application form (available from the Solihull Council website or Solihull Connect) and take it to your child's current or most recent school for them to complete section 2. The form will be given back to you to forward to School Admissions at Solihull Council for processing. It is important that the information is full and accurate.

### **Smith's Wood Sports College will then process the application as follows:**

1. School Admissions Team to email College Office ([office@smiths-wood.solihull.sch.uk](mailto:office@smiths-wood.solihull.sch.uk)) for the attention of Office Manager the Admission form and attach any other relevant details.
2. On the same day Smith's Wood Sports College will email their own admission form to your child's current school. We **will not** offer a place to any child until we are in receipt of these details.
3. We will then offer a place immediately, via the School Admission Team, if the application is a straightforward move into our catchment area and we have places in your child's year group.
4. **For those applications we consider "hard to place" it may be necessary to involve the Vice Principal. Following consultation with the Principal, it may be agreed about the conditions on which the child can be accepted at the college. A decision will be made within 48 hours.**

### **Smith's Wood Sports College Admissions process:**

1. The Office Manager will arrange a tour of the college with the Principal's PA. These tours only take place on a Tuesday morning at 9.10am.
2. The Office Manager will pass all details of the new child to the relevant Progress Manager and see if they wish to meet the student whilst on tour.

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3. The pupil will take a standard numeracy and literacy test in a separate room following this tour. Parents/guardians will not be included in this. The parent/guardian is given a College brochure and is asked to complete all necessary forms whilst their child is sitting the test.
4. If necessary, this will be followed by a meeting with the parent/guardian.
5. Parents/guardians will be sent a letter from the School Admissions team (at Solihull Council) confirming your child has been given a place at Smith's Wood Sports College.

Following confirmation of a place with the College, Smith's Wood Sports College will action the admission as follows:

- The Progress Manager (relevant for each year group) will liaise with Heads of House to arrange tutor group;
- Relevant Progress Manager will meet with your child to discuss their timetable and pass information on to Data Manager to create his/her timetable;
- The Office Manager will pass pupil's name, year, UPN and DOB to the ICT Network Manager so computer user accounts can be generated;
- The College Administration team will add the pupil information to the SIMS system;
- Your child will normally start College one week after the initial interview tour;
- The relevant Head of House will meet the new child in reception on their first morning to issue their timetable, etc.

If your child is experiencing difficulties at their current school you should first talk to your child's Head of Year or Head Teacher before making an application. There may be options that the school can offer to resolve the problem or arrange a transfer.

**Changing your child's secondary school should only be considered as a last resort.**

For Managed Moves please see separate policy.