



Grace Academy

Admissions Policy

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1. Introduction – A Policy Overview

This document sets out the admission arrangements for Grace Academy. The document forms an Annex to the Funding Agreement between Grace Academy and the Secretary of State. Any changes to the arrangements set out in this document, with the exception of setting a Published Admission Number higher than the agreed admission number for a specific year, must be approved in advance by the Secretary of State.

For the purposes of this Admissions Policy references in admission law and in the statutory Codes of Practice to admission authorities shall be deemed to be references to the Governing Board of Grace Academy. Grace Academy will participate in the admission arrangements and procedures of its 'host' local authority.

- Grace Academy has an agreed admission number of students in Years 7. This figure is published annually by the local authority and the Academy. The planned admission number is given in an annexe to this policy. Grace Academy will accordingly admit at least this number of students in the relevant age group each year if sufficient applications are received.
- Grace Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, Grace Academy will consult those listed below. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

2. Process Of Application

Grace Academy will use the following process for applications each year. The dates for each phase of the process will be published annually as part of the Co-ordinated Admissions Arrangements to be operated by the local authority to ensure that places are allocated and offered in an open and fair way.

- **Prospectus Published** – Grace Academy will publish a prospectus providing an insight into life within the Academy and information on the curriculum offered. Information about the arrangements for admission, including over subscription criteria for the following September will also be provided. Grace Academy will also provide information to the local authority for inclusion in the composite prospectus, as required.
- **Parental Visits** – Grace Academy will provide opportunities for parents to visit the Academy. Details about these opportunities will be provided through local primary Academies.
- **Applications Submitted** – Parents must submit the application papers directly to the local authority in line with the requirements of the Co-ordinated Admissions Arrangement.
- **Consideration Of Applications** – applications will be considered by the local authority in consultation with the Grace Academy in accordance with the over subscription criteria and places within the Academy allocated.
- **Offers** – All offers of places to parents will be made by the local authority on behalf of the Governing Board of the Academy. The local authority will notify the Academy of the students that have been offered places in line with the over subscription criteria.
- **Accepting Offers** – Grace Academy will require all parents offered a place at the Academy to confirm they are accepting the place offered. Where an offer has not been accepted within a four week period the offer will be withdrawn.

- **Appeals** – An independent appeals panel will be operated by Grace Academy for the consideration of all appeals. Parental Appeals should be made in line with the process defined in section 4 of this policy.

2.1 Consideration Of Applications

Grace Academy will consider all applications for places. Where there are fewer applications than the published admission number, Grace Academy will offer places to all those who have applied.

However, Grace Academy may refuse admission to particular applicants in cases where fewer than the Published Admission Number have applied.

- These are applicants who have been excluded from two or more other academies and the ability to refuse admission runs for a period of two years from the last exclusion. Exclusions, which took place before the student concerned reached compulsory Academy age, do not count for this purpose (as described in the statutory Code of Practice).
- Academies may also refuse admission to students (other than in the normal year of entry) in the specific and limited circumstances described in the Statutory Code of Practice. However, the Secretary of State may direct Grace Academy to admit such a student and that direction shall be binding on Grace Academy.

If parents wish for their child to be considered for admission to a year group or class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the governing body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class or year group outside of their normal age group and enclosing any supportive evidence or documentation that you wish to be taken into account as part of that request. The governing body will consider applications submitted and advise the parents of the outcome of their application before the offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Principal. It is strongly recommended that parents also read the DFE guidance on this matter under the title 'summer born children's admission'.

3. Procedures Where Grace Academy Is Oversubscribed

Where the number of applications for admissions is greater than the published admission number, applications will be considered against the criteria set out by the local authority, see appropriate appendix. These criteria are made available to parents through additional information inserted into the Academy prospectus and as set out on our website at www.graceacademy.org.uk.

3.1 Operation Of Waiting Lists

Where in any year Grace receives more applications for places than there are places available, a waiting list will operate. This will be maintained by Grace Academy and it will be open to any parent to ask for his or her student's name to be placed on the waiting list, following an unsuccessful application and failure of any appeal undertaken in line with the process defined in this policy statement.

A student's position on the waiting list will be determined solely in accordance with the oversubscription criteria published by the local authority and the Academy. Where places become vacant they will be allocated to student on the waiting list in accordance with the oversubscription criteria.

Any parent applying for an Academy place outside of the normal admissions round will be added to the waiting list in strict priority order and this may mean they could be ranked higher than those that have been on the waiting list for some time.

4. Arrangements For Appeals Panels

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision in relation to the offering of a place for a student to Grace Academy. The Appeal Panel will be independent of the Academy and will be composed of three members who will include:

- At least one person who has no personal experience of Grace Academy defined as a 'lay member'.
- At least one person with experience in education.

The arrangements for appeals will be in line with the Code of Practice on Academy Admission Appeals published by the Department of Education as it applies to academies.

Parents will normally have 14 days (10 working days) after notification of a place not being offered at Grace Academy to lodge an appeal. The notification will indicate the reasons for refusal of a place and of the right of appeal.

Parents wishing to appeal against an admission decision by Grace Academy should send a completed appeal form to the Clerk to the Appeal Panel at the address given on the appeal form. Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing.

Parents will be given 14 days (10 working days) notice of the appeal hearing, unless they agree to a shorter period of notice. At least 7 days before the hearing Grace Academy will provide the parent with a written statement detailing the reasons why it has not been possible to allow the student to attend Grace Academy. The Appeal panel will have the discretion to refuse to admit late evidence.

The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking in excess of one day the Clerk to the Appeal Panel will contact parents with the decision on the final day of the hearings. The parents will also be informed of the outcome in writing within 14 days (10 working days) of the date of the hearing. In the case of unsuccessful appeals the Appeal Panel will give the parents their reasons for not upholding the appeal.

5. Arrangements For Admission To Post-16 Provision

Grace Academy's admission arrangements for post-16 students will be consistent with the Statutory Code of Practice. The Academy provides for a maximum of 300 students in the Post-16 centre. The Academy will require all prospective students whether or not they have previously been students of the Academy to demonstrate their willingness to work within the Academy values.

Grace Academy will provide courses for students at year 12 and 13. Grace Academy will publish specific admissions criteria based upon GCSE grades for the wide range of courses available. The detailed information will be contained in the post 16 prospectus. Both internal and external pupils wishing to enter post-16 will be expected to have met the same minimum academic entry requirements for the provision within post-16.

These requirements are set out as follows:-

- Appendix A, Grace Academy Coventry
- Appendix B, Grace Academy Solihull
- Appendix C, Grace Academy Darlaston

Applications for admission including those already attending Grace Academy will be considered and the decision will be made in the light of all the information available including previous Academy records relating to academic requirements and GCSE grades.

Students who already attend Grace Academy will be accepted into the sixth form provided they meet the required academic admissions criteria. Where suitable applicants from other schools exceed the available places they will be offered places in line with the published oversubscription criteria. The Academy admission number for external students applying to join in year 12 in September 2017 is 30 as set out in paragraph 3 above.

There will be a right of appeal to the Appeals Panel for unsuccessful applicants as set out in paragraph 4 above. This applies to all internal pupils refused transfer and external applicants refused admission.

6. Arrangements For Admitting Students To Other Year Groups, Including To Replace Any Students Who Have Left Grace Academy

During the academic calendar a year group within the Grace Academy may fall below the level of the Published Admission Number applicable. These places will be allocated through the operation of a waiting list. The waiting list will be open to any parent to ask for his or her student's name to be placed on the waiting list either initially after places have been allocated or following an unsuccessful application and appeal for the Academy.

A student's position on the waiting list will be determined solely in accordance with the published oversubscription criteria. Where places become vacant they will be allocated to students on the waiting list in accordance with the Admissions Policy of Grace Academy.

There will be a right of appeal to the Appeals Panel for unsuccessful applicants.

7. Annual Procedures For Determining Admission Arrangements

7.1 Consultation

Grace Academy shall consult on its proposed admission arrangements. Grace Academy will take part in the local admission forum.

Grace Academy will consult:

- Its 'host' local authority.
- Any other admission authorities for primary, special and secondary schools located within the relevant area for consultation set by the local authority.
- Any other governing body for primary, special and secondary schools (as far as not located within the relevant area for consultation referred to above).

7.2 Determination And Publication Of Admission Arrangements

Following appropriate consultation, Grace Academy will consider comments made by those consulted. Grace Academy will then determine its admission arrangements annually and notify those consulted what has been determined.

7.3 Publication Of Admission Arrangements

Grace Academy will publish its admission arrangements each year once these have been determined, by:

- Copies being sent to primary, special and secondary schools in the local authority area.

- Copies being sent to the offices of the local authority.
- Copies being made available without charge on request from the Academy.
- Copies being sent to public libraries in the local authority area for the purposes of being made available at such libraries for reference by parents and other persons.

The published arrangements will set out:

- The name and address of the Academy and contact details.
- A summary of the admissions policy, including oversubscription criteria as set out within the Appendices.
- Numbers of places and applications for those places in the previous year.
- Arrangements for hearing appeals.

7.4 Representations About Admission Arrangements

Where other admissions authorities in the relevant area make representations to Grace Academy about its admission arrangements, Grace Academy will consider such representations. Where Grace Academy and other admission authorities cannot reach agreement locally, a local admission authority may make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult Grace Academy. Where he judges it appropriate, the Secretary of State may direct Grace Academy to amend its admission arrangements.

Other admission authorities in the Academy area have the right to ask Grace to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, an admission authority may ask the Secretary of State to direct Grace Academy to increase its proposed Published Admissions Number. The Secretary of State will consult Grace Academy and will then determine the Published Admission Number.

7.5 Proposed Changes To Admission Arrangements By Grace Academy After Arrangements Have Been Published

Once the admission arrangements have been determined and published, Grace Academy will propose changes only if there is a major change of circumstances. In such cases, Grace Academy must consult those consultees identified above at 7.1, and must then apply to the Secretary of State setting out:

1. The proposed changes.
2. Reasons for wishing to make such changes.
3. Any comments or objections from those entitled to object.

7.6 Need To Secure Secretary Of State's Approval For Changes To Admission Arrangements

The Secretary of State will consider applications from Grace Academy to change its admission arrangements only when Grace Academy has consulted on the proposed changes as outlined above.

Where Grace Academy has consulted on proposed changes and there have been no objections from other admissions authorities Grace Academy must still secure the agreement of the Secretary of State before any such changes can be implemented. Grace Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

The Secretary of State can approve, modify or reject proposals from Grace Academy to change its admission arrangements.

Records of applications and admissions shall be kept by Grace Academy for a period of time determined in its policy on the retention of records.

8. Legislation

- The Academy Standards and Framework Act 1998 as amended by the Education Act 2011.
- The Academy Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements) (England) Regulations 2012.
- The Academy Admissions (Appeals Arrangements) (England) Regulations 2012.
- The Academy Admissions code.
- Other relevant legislation as referred to in the code including the Equality Act 2010.

9. Annexe – Planned Admission Number

SOLIHULL:	180
DARLASTON:	150
COVENTRY:	210

10. Appendix A – Grace Academy Coventry

1. Oversubscription Criteria:

If there are more requests than there are places available within the Academies admission number, places will be allocated in accordance with the following criteria and in the order shown below:

- a) **Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements order, residence order or a special guardianship order.** A looked-after child is defined in Section 22 of the Children Act 1989.
- b) **Children who live in the catchment area served by the Academy, who have a brother or sister attending the Academy provided that the brother or sister is of compulsory Academy age and will continue to attend that Academy the following year.** The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address.
- c) **Other children who live in the catchment area served by the Academy.**
- d) **Children living outside the catchment area with a brother or sister who currently attends the Academy, provided that the brother or sister is of compulsory Academy age and will continue to attend that Academy the following year**
- e) **Children by reference to the distance to the preferred Academy.** If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests by reference to distance.

Brothers and Sisters

The City Council sees the benefits of children from the same family attending the same Academy and gives priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where the Academy is over-subscribed no guarantee can be given that places will be available for brothers and sisters. Where the final place in a year group is offered to one of twins or other multiple births the parent has to decide which child will take up the place.

Compulsory Academy age

Brothers and sisters are required to be of compulsory Academy age within the oversubscription criteria. This means they must be attending in Years 7 to 11 at the time that the applicant would be joining the Academy.

Distance

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the preferred Academy site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the Academy, the Academy Governing Board made up of independent individuals will select by drawing lots.

Home address

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Local Authority that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a place.

If a at the Academy is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.

Children of UK service personnel and other Crown Servants will be treated as meeting the residency criteria for a catchment area once proof of posting has been provided.

Catchment area

One of the aims of the Academy is to serve its neighbourhood and develop links with the local community to strengthen the Academy and the community. The area served by an Academy is known as the catchment area.

Late Applications

All applications received up to and including 31 October 2016 will be treated as on time. Applications received after this date due to a house move will be treated as on time up to 31 December 2016. All other applications received after 31 October 2016 will be considered to be late and may not be processed until after 1 March 2017.

Operation of Waiting Lists

Subject to provisions regarding waiting lists the Local Authority's co-ordinated admissions scheme, the Academy will operate a waiting list for each year group. Where in any year Grace Academy Coventry receives more applications for places than there are places available, a waiting list will operate until 31st December. This will be maintained by Grace Academy Coventry and it 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 set out in paragraph 1 (clauses a to e) above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Waiting List

The Local Authority cannot always offer place at the Academy. If this is the case the child's name will be automatically placed on the waiting list. If a place become available, the Local Authority will allocate the places to those who best meet the admissions criteria. Since the 1st September 2011 Grace Academy Coventry has manages its own waiting lists for year 7 students. Waiting lists for other year groups will be managed by the Academy, complying with the Local Authority and Grace Academy Coventry admissions criteria.

Applications for Sixth Form

The Sixth Form admission number is 140. The criteria for admission is as follows:

For level 3 qualifications:

- At least 5 GCSEs A*-C GCSE. (A grade B may be required to study certain subjects);
- GCSE English and maths will be required for certain subjects and/or qualifications;
- A good reference from your current Academy/school.

For level 2 qualifications:

- qualifications appropriate to the course/s to be studied;
- a good reference from your current Academy/school.

All entry requirements are discussed with potential applicants at interview.

Whatever the level of ability, all students are expected to show a commitment towards studying, an enthusiasm for success and a willingness to follow the dress code.

11. Appendix B - Grace Academy Solihull

Chapelhouse Road, Chelmsley Wood, Birmingham, B37 5JS

Admission arrangements

Applications for Academy admission will be managed by Solihull Council in accordance with the Local Authority's coordinated scheme for admission.

The Academy's admission number is 180. Where the number of applications is lower than the Academy's admission number, all applicants will be admitted. If there are more applications than places available then all applications will be considered, together and at one time by a committee of the Governing Body. Places will be offered in priority order according to the oversubscription criteria.

Oversubscription criteria

- Priority 1** (a) Looked after children and previously looked after children who are now adopted
(b) Children whose exceptional circumstances can only be met at this Academy
- Priority 2** Children who normally live in the Academy's catchment area
- Priority 3** Children who have an older brother or sister at the Academy at the same time
- Priority 4** Children living closest to the Academy, measured in a straight line from the child's home

Notes:

1. Children with a statement of special educational needs that names Grace Academy will be offered a place first. This will reduce the number of places available.
2. Applications with exceptional social or medical reasons must be supported by independent professional evidence. The Council's Cabinet Member Advisory Group for Admissions will consider applications and evidence and make recommendations to Cabinet Member, who will grant priority 1b to applications with exceptional circumstances.
3. The catchment area can be seen on the Council's website: www.solihull.gov.uk/onlinemaps.
4. If there are more children wanting places in priority 2 than there are places available, places will be offered to children living in the catchment area in the following order:

Priority 2a	Children who have an older brother or sister at the Academy at the same time.
Priority 2b	Children living nearest the Academy, measured in a straight line from home to Academy.
5. Children who have applied for their catchment-area Academy, but could not be given a place, will be given priority 2 if they have expressed a preference for this Academy.
6. The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering an Academy place will be where the child lives for most of the Academy week (Monday to Friday). If care is split equally, parents can choose which address will be used. If the child moves into the home of a friend or relative during the

process or the change of address appears to be a deliberate device to improve the child's priority, the address will not be used.

7. The places that are offered are provisional offers and are dependent upon the circumstances of the application remaining unchanged at the date of admission to the Academy. It is important that parents provide the Academy or Solihull Council with any information relating to changes in circumstances, such as a change of address, as soon as they occur. Offers based on fraudulent, in correct or misleading information will be withdrawn if the child is no longer entitled to the place because there are children on the waiting list with a higher priority. In these circumstances the place will be withdrawn after the child has started the Academy, in line with the Admissions Code.
8. Under priority 3 a brother or sister must live at the same address and could be:
 - A brother or sister sharing the same parents;
 - a half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
 - the separate children of a couple who live together; or
 - an adopted or fostered brother or sister.
9. If offering places within priority 3 would cause the Academy's admission number to be exceeded, then children living closest to the Academy will be offered first.
10. In any priority, if two or more applicants have the same distance but only one place can be offered, a computerised random allocation system will be used to decide which applicant has the highest priority. The applicant with the lowest random number will have the highest priority.
11. Distances are measured by the Local Authority's computerised admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property.
12. Waiting lists are produced in strict order of priority, against the over-subscription criteria and are managed by the Local Authority. Waiting lists for Year 7 intake are kept until the end of the autumn term. After this a Local Authority change of Academy application form will need to be completed.
13. Applications or changes to your application received after the closing date and before the Governors' admissions meeting are late and will be considered if possible. Applications received after the Governors' decision meeting are late and will be considered after applications with the same priority that were received on time.
14. If possible places will be offered at the same Academy to twins, triplets and children from other multiples births. If only one place can be offered the parent will choose which child should have the place.
15. Applications for an Academy place at any time other than the normal time for admission (in-year admission) should be made to parents' home council for processing. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the governing body will apply the admission criteria to the application so that it can be placed on the waiting list.

16. The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need an Academy place because they have missed, or are at risk of missing, education.
17. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel.

Applications for Sixth Form

The Sixth form admission number is 140. The criteria for admission is as follows:

Level 3 qualifications

Academic (A Level):

- At least 2 B grades or grade 6's at GCSE
- A further 3 C grades or above.
- At least grade 5 in English and Maths
- Any other specific grade needed for individual courses for above

Vocational (e.g. BTEC):

- At least 2 B grades (one of these must be in Science for engineering courses) or grade 6's at GCSE
- A further 3 C grades or above or grade 4's at GCSE
- At least grade 4 at English or Maths

12. Appendix C – Grace Academy Darlaston

Oversubscription Criteria:

If there are more applications than there are places available, places will be allocated using the Oversubscription Criteria in the following order of priority:

1. Children in Public Care (looked after children). (see note 1)
2. Pupils who have a sibling already in attendance at the Academy when the application is made and who will be still attending the Academy at the proposed admission date. (see note 2)
3. Pupils for whom a place at the Academy is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker. (Applications will be subject to verification by Walsall Children's Services). (see note 3).
4. Distance between the home address and the Academy as measured in a straight line with those living closer to the Academy receiving the higher priority. (see note 6)

If there is oversubscription in criteria 2 to 4, priority will be given to those living closest to the Academy as measured in a straight line.

Explanatory notes for Oversubscription Criteria

1. Children in Public Care (looked after children)

Children who are in the care of a local authority or provided with accommodation by a local authority and previously looked after children who ceased to be because they were adopted or became subject to a residence order or special guardianship order.

2. Sibling

A sibling is a child who resides at the same address as the child for whom a place is being requested and is one of the following:

A brother or sister sharing the same parents;

A half-brother or sister sharing one common parent;

A step-brother or sister (i.e. related by their parent's marriage);

Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residence order)

The Authority will try to ensure that as far as possible siblings (including twins, triplets or children from other multiple births) can attend the same school. However, in the event that there is an insufficient number of places to allocate to twins, triplets etc. a decision will be made as to which child(ren) the place(s) are to be offered. In this situation a place or places will be offered to the first born (older child(ren)) and in cases where this is not known, the offer will be decided by lot.

3. Social or medical factors

If parents believe there are specific medical or social reasons for claiming priority for a child to attend the Academy, the relevant part of the preference form must be completed and evidence to support the claim must be submitted with the form. This must relate to the child.

Requests for such consideration will be subject to verification by Walsall Children's Services. This is necessary because parents will be asking the Authority to assess the child as having a stronger case than many other children, some of whom may live closer to the Academy.

Medical

Medical evidence must be submitted in writing from a medical practitioner and should state why the preferred Academy is the only Academy that can meet the child's needs.

Social

Social evidence must be submitted in writing from an appropriate professional and should state why the preferred Academy is the only Academy that can meet the child's needs.

Please note that only in exceptional cases are places prioritised in respect of a child's medical or social grounds.

Distance

Distance will be measured in a straight line from the centre point of the home address to the centre point of the Academy address using the Local Authority's computerised measuring system with those living closer to the Academy receiving the higher priority.

Definition of a home address

The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

- owned by the child's parent, parents or guardian; or
- leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months duration.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. In certain circumstances the child's current school will be asked to verify the address given.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week, the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the application.

The offer of a place is based upon the address of the child when the offer is made. If a child is offered a place at the Academy the place may be withdrawn if it is found that the child moved (before the place was offered) to a new address which was further away from the Academy and the child would not have qualified for a place on the distance criterion.

In the event that a family moves between the application and the date of offer, the Academy Admissions Team must be informed as soon as possible of these circumstances.

If the home address is a flat (or apartment) and there is more than one flat at the same address, priority will be given to applications living at the lowest numbered flat and/or the flat on the lower floor.

4. Minimum Entry Requirements for Year 12

Students will be considered for entry into Year 12 based upon their academic attainment and/or individual subject grade criteria and the availability and suitability of courses at the Academy. Entry into Year 12 is not dependent upon attendance or behaviour records.