

North Birmingham Academy

E-ACT (the “Academy Trust”) is the admissions authority for North Birmingham Academy. The Academy Trust will comply with the requirements of the Funding Agreement, the School Admissions Code and the Admission Appeals Code, and recognises that its ‘relevant area’ is Birmingham since this is the local authority area within which the Academy is located.

Date of Approval: OCT21
Date of Review: AUG 22

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed annually as per the Admissions Code. Should no substantive changes be required at that point, the policy will move to the next review cycle.
Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

Academy context

North Birmingham Academy is an 11-18 mixed comprehensive school is based in Kingstanding and is in the authority of Birmingham LA.

Our Published Admission Number (PAN) is 180 for Year 7 and 250 for Years 12 and 13.

Our PAN number for each Year group is outlined below:

Year 7	Year 8	Year 9	Year 10	Year 11
180	180	180	210	180

How to apply for a place

To apply for a place at North Birmingham Academy for September 2021, an application must be made online at www.birmingham.gov.uk/schooladmissions.

Previous admission pattern at the time of offer of places for Year 7

In 2018, 2019 and 2020 there were more applicants than there were places available.

- 2018 – 467 preferences received ranking the school 1 – 6. Last child admitted lived
- 4507 metres from the school

- 2019 – 655 preferences received ranking the school 1 – 6. Last child admitted lived 2547 metres from the school
- 2020 – 704 preferences received ranking the school 1 – 6. Last child admitted lived 1448 metres from the school

Admissions Criteria

Applications for children with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Need are made by the Birmingham Local Authority SEN team. The placement of such children is made after a process of consultation between parents, the Academy and the Local Authority. Children with an EHCP (or a Statement of Special Educational Need) receive priority over others for admission to the school named on their Plan (or Statement). The remaining places are then offered in the following order:

1. Looked after or previously looked after children.
2. Children (siblings) with an older brother or sister already at the Academy who will still be in attendance at the time the sibling enters the Academy.
3. Children of staff members.
4. Children who live nearest to the Academy.

Oversubscription Criteria

If there are fewer applicants than there are places available for Nursery/Reception/Year 7/Year 11 entry in September 2022, everyone who applies will be offered a place.

Sometimes, however, there are more applications for our Academy than there are places available. This is described as oversubscription. If there are more applicants than there are places available after the admission of pupil with an Education, Health and Care Plan or statement of special educational needs naming the school, the following criteria will be followed, in order, to determine who will be offered a place:

1. Looked after or previously looked after children.
2. Children (siblings) with an older brother or sister already at the Academy who will still be in attendance at the time the sibling enters the Academy.
3. Children of staff members.
4. Children who live nearest to the Academy.

Tie-breaker

In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority will use a computerized system to randomly select the child to be offered the final place.

In the event of this occurring with twins or other multiple birth applicants, schools will be asked to admit over their Published Admission Number to accommodate the pupils.

Split residence

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

Admission to the Sixth Form

The oversubscription criteria for Sixth Form is the same as Year 7.

The timeline for 6th Form applications is:

September of Year 11- Applications Open

January of Year 11- Conditional offers in line with when the mock exam period takes place within the Academy/external applicants' school

Formal offers are made on GCSE results day.

Late Applications

Late Applications and changes after the closing date Application forms must be received by Birmingham LA's published key dates. Applications received after the closing date will be considered as late applications and will be processed after places have been allocated to applicants who applied on-time. However, in very exceptional circumstances applications received after the closing date may be considered as on time. Applicants who consider they have exceptional circumstances that prevented them applying between applications opening in September and published closing date should provide independent written evidence explaining why the application was late no later than 5pm, 10 working days after the closing date. Additionally, any changes to the application (e.g. order of school preference or change of preferences) received after the closing date will be treated in the same way as late applications.

Changes of Address after the closing date

Changes of address will only be considered after applicants are resident at the new address and evidence to demonstrate this has been supplied. Applications will not be processed from an intended future address except in the case of Crown servants and UK service personnel. Evidence must be received by no later than 5pm, 10 working days after the

closing date for the new address to be used when processing the application and calculating home to Academy distances. Any change of address evidenced after no later than 5pm, 10 working days after the closing date will not be included until after national offer day.

Notification and acceptance of places

This is the timeline of notification and acceptance and the onus is on the person making the application to notify Birmingham LA or NBA to accept or decline the offer. Please find more information using the following

link:www.birmingham.gov.uk/info/20119/school_admissions/1778/apply_for_secondary_school_year_7_place/5

Waiting Lists

Waiting lists are not maintained on a 'first come - first served' basis. Waiting lists are kept in the priority order as explained in the oversubscription criteria. Places are offered from the waiting list throughout the year. When a place becomes available, it is offered to the first child on the list and if it is accepted all other children will move up the list. Children may also move down the waiting list if another family, with a higher priority under the oversubscription criteria, ask for their child's name to be added to the list. Applicants, who ask for their child's name to be placed on the waiting list for another school, after a school place has been allocated, are indicating they prefer this school to the Academy. If at a later date a place is offered from the waiting list, this new offer will supersede any previous offer, which will then be withdrawn.

Lists will be maintained throughout the school year. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria. This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. The waiting list will be closed each year and will not roll over. A new application will have to be made for a new academic year or a call will be made to see if you want to remain on the waiting list for the next academic year.

In-year applications

Applications received outside the normal admissions round will be considered in line with the oversubscription criteria. A place will be offered at the Academy provided there is a vacancy in the appropriate year group. The address used to process the application will be the address where the parent and child normally live and they must be living there at the time of application. Admission of one child to the Academy does not give a right of admission for brothers or sisters, if places are not available for all at the same time.

Applications made outside the normal admissions round (in-year admissions) should be made directly to the academy, further information can be found at:

https://www.birmingham.gov.uk/info/20119/school_admissions/587/inyear_school_admissions

Parents/Carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in Birmingham.

Please note that you may be asked for further proof if applying under medical/social needs etc. You will be placed on the waiting list and places will be allocated as they become available and prioritised according to our over subscription criteria.

Appeals Procedure

Appeals are administered by the Local Authority for this Academy. Parents who wish to appeal against the decision to refuse their child admission should contact the School Admissions and Pupil Placements Service on 0121 303 1888 to request an appeal form.

The appeal will be heard by an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

Fair Access Protocol

The Academy complies with Birmingham LA's Fair Access Protocol (FAP). The purpose of the FAP is to ensure that, outside the normal admissions round, unplaced children who fall into the specified categories are offered a place quickly, so that the amount of time any child, especially the most vulnerable, who remains out of education is kept to a minimum. The FAP will only be used once the in-year admissions process has been exhausted.

Students can also be placed at NBA through the Fair Access protocol and this will occur in two different ways.

- 1) Through the FA team at Birmingham LA will approach NBA in order to accommodate a child who is without a school place
- 2) A student could be sent through the FA team to the local sharing panel and the chair of this panel will place the student at the nearest school based on a rotational basis between the schools on the panel.

Admission contact details

Academy contact: Adam Duckers (Lead Teacher for Student Mobility)

Email: adam.duckers@e-act.org.uk

Phone: 0121 373 1647

LA contact: Birmingham School Admissions

Email: admissions@birmingham.gov.uk

Phone: 0121 303 1888

Appendix 1

Definitions

Distance

Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the front gates. The Local Authority uses a computerized system, which measures all distances in meters. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address and the address of the school.

Home Address

When you complete the online preference form, please note that a child's home address is the residential property that is the child's only or main residence and which is either:

- Owned by the child's parent carer(s) or the person with parental responsibility for the child.
- Leased to, or rented by, the child's parent carer(s) or person with parental responsibility for the child.
- Where parent carers have shared responsibility for a child and the child lives with both parent carers for part of the week, then the main residence will be the address where the child lives for the majority of the school week.

Please see below the types of acceptable proof of address or residence:

- a copy of your council tax bill;
- a copy of a recent utility bill (gas, water, electric etc. dated within the last six months);
- a solicitors letter stating contracts have been exchanged and specifying a completion date and the new address;
- a signed and dated tenancy agreement with the commencement date, plus proof of residency for example a copy of a recent utility bill.

Further proof of address may be requested by School Admissions and Fair Access Service at any point and an unannounced house visit may take place.

If a school is allocated on the basis of an address that is subsequently found to be different from the child's normal permanent home address, then that place may be withdrawn.

Children who are looked after or were previously looked after

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

(see the definition in Section 22(1) of the Children Act 1989). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Sibling

Where children live as brother and sister in the same household they are treated in the same way as siblings for admissions purposes. This includes a child's brother or sister, half brother or sister, adopted/foster brother or sister, step brother or sister living in the same family unit at the same address. It does not include cousins or other extended family members who live in the same household. In the case of twins, triplets and other multiple-birth children, if one child can be offered a place in the school, other multiple-birth children will be allocated a place in the school. Where twins are concerned and one twin has a Statement of Special Educational Needs or Education, Health and Care Plan that names the school the other twin will be treated as having a sibling link for that academic year.

Parent

This means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a biological parent but who has responsibility for her or him (such as a child's guardians) but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.