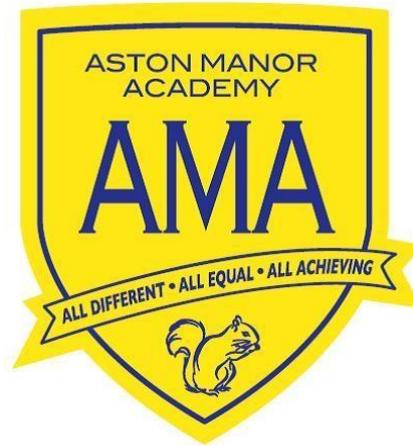


# ASTON MANOR ACADEMY



## ADMISSIONS AND APPEALS POLICY

**Review Date:** February 2020  
**To be Reviewed:** February 2021  
**Agreed:** F & GP Board  
**Policy Lead:** Jill Sweeney

**Determined:** Birmingham School Admissions Criteria September  
2021/2022

<b>School name</b>	<b>Aston Manor Academy</b>		
<b>School address</b>	<b>Phillips Street, Aston, Birmingham, B6 4PZ</b>		
<b>Principal</b>	<b>Mrs Jill Sweeney</b>	<b>Tel no:</b>	<b>0121 359 8108</b>
<b>Admission Number:</b>	<b>150</b>		

<b>Criteria</b>	1. Looked after or previously looked after children.
	2. Children with a brother or a sister already at the academy who will still be in attendance in September 2021.
	3. Children who attend Chilwell Croft Academy
	4. Children who live nearest the academy.
	Within each of these categories, priority is given to those who live nearest the academy, calculated on the basis of a straight-line measurement between home and academy.
<b>Children with a statement of special educational needs/EHC Plan</b>	Any child with a statement of special educational needs/Education Health and Care Plan is required to be admitted to the academy that is named in the statement/plan. This gives such children overall priority for admission to the named academy. This is not an oversubscription criterion.
<b>Looked after or previously looked after children</b>	A Looked After Child is a child who is in the care of a local authority or is being provided with accommodation by a local authority as set out in s22(1) of the Children Act 1989. A Previously Looked After Child is a child who immediately after being looked after became subject to an adoption, special guardianship or child arrangements order.

	<p>In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.</p>
<b>Sibling</b>	<p>Siblings (brothers or sisters) are considered to be those children who live at the same address and either:</p> <ul style="list-style-type: none"> <li>i. have one or both natural parents in common;</li> <li>or ii. are related by a parent's marriage;</li> <li>or iii. are adopted or fostered by a common parent.</li> </ul> <p>Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.</p> <p>Children not adopted or fostered or related by a parent's marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.</p>
<b>Feeder-Equitas Academies Trust</b>	<p>Children who attend Chilwell Croft Academy.</p>
<b>Distance</b>	<p>Distances are calculated on the basis of a straight-line measurement between the applicant's home address and a point decided by the academy (usually the front gates). The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address and the address of the academy.</p>
<b>Shared Responsibility</b>	<p>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</p>

	<p>week. Parents may be requested to supply documentary evidence to support the address used.</p>
<p><b>Final Qualifier</b></p>	<p>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.</p> <p>For example, this may occur when children in the same year group live at the same address, or if the distance between the home and academy 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 computerised system to randomly select the child to be offered the final place.</p> <p>In the event of this occurring with twins or other multiple birth applicants, academies will be asked to admit over their Published Admission Number to accommodate the pupils.</p>
<p><b>Waiting Lists</b></p>	<p>Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any applicants will be added to the academy's list in accordance with the order of priority for offering places. Waiting lists will be maintained until the end of each academic year.</p>
<p><b>Appeals</b></p>	<p>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. Appeals will be heard by an independent panel.</p>
<p><b>In Year Applications</b></p>	<p>Applications made outside the normal admissions round (in-year admissions) should be made directly to the academy. Parents/carers can apply for a place for their child at any time and to any academy.</p> <p>On receipt of an in-year application, the academy will notify the local authority of both the application and its outcome, to allow the local authority to keep up to</p>

	date with figures on the availability of academy places in Birmingham.
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<b>Sixth Form Capacity (both internal and external applicants)</b>	220 (subject to change)
<b>Admission Number for External Applicants</b>	70 (subject to change)
<b>Minimum Academic Entrance Requirements (i.e. GCSEs)</b>	Level 3 students 5 (5-9) grades including English and Maths with a 5 in any subject to be studied at Level 3 Level 2 students 5 (1-4) grades
<b>Oversubscription Criteria for External Applicants</b>	a) Looked after or previously looked after children. b) Where the child has a brother or sister currently attending Aston Manor Academy. The Local Authority's 'Sibling' definition has been adopted. c) Proximity of the child's home to academy with those living nearer accorded the higher priority. The Local Authority's 'Distance' definition has been adopted.

**\* No Supplementary Information Form is used at Aston Manor Academy**

**Date of next review: February 2021**