

drb Ignite Multi Academy Trust

Admissions Policy

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1. Trust Vision

'all pupils achieve the highest standard of educational outcomes regardless of circumstances or background'.

The Trust has been established through a shared belief that lives can be transformed by what goes on in schools. We believe that the process of teaching and learning shapes futures. To this end our vision is to give every child learning experiences that excite them and give them the power to begin to shape their own lives.

2. United Nations Convention on the Rights of the Child

The Trust is clear about the benefits of treating every pupil as a unique individual. The Rights Respecting Schools Award puts children's rights at the heart of all drb Ignite Trust schools. This approach sits alongside our vision and values. We have a deep respect for the dignity and agency of the child and believe this supports resilience and helps to develop personality, talents and abilities irrespective of ethnicity, culture or religion, home language, family background, learning difficulties, disabilities or gender. All Trust schools are involved in the UNICEF Rights Respecting Schools Programme.

What does it mean to be a rights respecting school?

There are three stages to the Rights Respecting Schools Award. Its transformative and rigorous approach means the journey to the highest stage can take up to four years. Together, pupils and the school community learn about children's rights, putting them into practice every day. The Award is not just about what children do but also, importantly, what adults do. In Rights Respecting Schools, children's rights are promoted and realised, adults and children work towards this goal together. The Award recognises a school's achievement in putting the United Nations Convention of the Rights of the Child into practice within the school community and beyond.

What is the impact of being a rights respecting school?

- everyone in the school community has a clear framework of reference;
- children become advocates for their own learning: "Learning is not what's done to us anymore – we are responsible for leading it – it's our right";
- improved behaviours for learning;
- less passive and more active learners;
- improved results.

3. Admission to a Trust school

This policy outlines the Trust's approach to school admissions. It is in line with the statutory Schools Admissions Code 2022 and the Schools Admissions Appeals Code 2012 and other relevant legislation.

As a family of schools, the Trust welcomes:

- children of all faiths and backgrounds;
- embraces all cultures, races and families;
- and celebrates diversity.

We are committed to serving our local communities. As part of the educational landscape in Birmingham and Dudley, our aim is for all Trust schools to be excellent schools that serve their communities well. This ambition is reflected in our approach to the admission of children to our schools. The criteria we use to decide the allocation of school places are fair, clear and objective. We aim to work collaboratively with local authorities and other academy trusts on place planning to ensure that children have access to a good education close to where they live and that this is reviewed annually.

4. The DfE School Admissions Code 2021

The *School Admissions Code 2021* imposes mandatory requirements on all admission authorities. The Trust is an *Admission Authority*.

Trust schools are required, by their funding agreements, to comply with the Code, although the Secretary of State has the power to vary this requirement where there is demonstrable need (this is very rarely permitted).

As a multi academy trust, the Trust is the overarching *Admissions Authority* for its schools. The Trust's *Scheme of Delegation* assigns responsibility for admissions to the Trust Board.

The Trust Board requires all schools to abide by this policy, the *School Admissions Code 2021*, the *Admissions Appeals Code 2012* and other relevant legislation e.g. the *Equality Act 2010*. The purpose of the Code is to ensure all school places are allocated and offered in an open and fair way.

The Trust follows the Code to ensure its admissions reflect statutory processes and timeframes and are fully compliant. The Trust and its schools will:

- act in accordance with equalities law and the law on admissions as they apply to Academy Trusts;
- participate in the co-ordinated admission arrangements operated by either Birmingham or Dudley LA and the relevant local in-year fair access protocols;
- act in accordance with, and ensure that any *Independent Appeal Panel* is trained to act in accordance with, all relevant provisions of the *School Admissions Code 2021* and the *School Admissions Appeals Code 2012* (the Codes) published by the DfE as they apply at any given time to Academy Trusts and their schools;
- take part in any *Admissions Forum* set up by either Birmingham or Dudley LA and have regard to its advice;
- respect that the Secretary of State may:
 - direct the Trust to admit a named pupil to a Trust school on application from a local authority;
 - direct the Trust to admit a named pupil to a Trust school if the Trust has failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
- ensure that parents have the right of appeal to an *Independent Appeal Panel* if they are dissatisfied with an admission decision of the Trust. The *Independent Appeal Panel* will be independent of the Trust. The arrangements for appeals will comply with the *School Admissions Appeals Code 2012*. The determination of the appeal panel will be binding on all parties.

- prepare guidance for parents about how the appeals process works and provide them with a named contact who can answer any enquiries they may have about the process.

For note:

The Trust may enter into an agreement with Birmingham/Dudley LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

5. Admissions principles

The Trust and its schools will ensure the practices and criteria used to decide the allocation of school places are fair, clear and objective. The Trust will make sure that parents are able to look at a set of arrangements and understand easily how places for its schools are allocated. Each Trust school will have admissions arrangements which set out clearly how children will be admitted, including the criteria that will be applied if there are more applications than places.

To achieve this:

- the Trust has regard for the admissions criteria outlined by Birmingham and Dudley Local Authority School Admissions and Pupil Placement Teams;
- admission arrangements for each school within the Trust are set ("determined") annually;
- where changes are proposed, consultation on the proposed changes will take place first. If no changes are made to admission arrangements, these will be consulted on at least once every 7 years;
- if a Trust school is undersubscribed, any parent that applies will be offered a place;
- when oversubscribed, admissions will be ranked in order against oversubscription criteria and then the ranked list returned to the local authority who will coordinate all admissions in the area;
- published admissions arrangements will make clear to parents that a separate application must be made for any transfer from nursery to primary school, and from infant to junior school (see page 8 of the Code at paragraph 15.e);
- an admission number (PAN) must be set for each age group. The Code defines this as the age group at which pupils will normally be admitted to the school i.e. reception;
- Trust schools can change their PAN, as set out below:
 - schools do not need to consult on their PAN where they propose to either increase it or maintain it. However, consultation is required if a decrease to the PAN is intended. Despite there being no requirement to formally consult if the PAN is to be increased, schools do need to notify their local authority of their intention, and reference must also be made on the school's website alongside the published Admissions Policy;
 - if at any time a school decides it is able to admit above its PAN, it must notify the local authority in good time to allow the authority to deliver its coordination responsibilities effectively.
 - schools may also admit over their PAN in-year. Any admissions above the PAN do not constitute an increase to the PAN.

6. Making an Application

drb Ignite Trust 'the Trust' is the admissions authority for all schools within the Trust. During the normal admissions round, the respective local authority operates the co-ordinated admissions scheme. Parents wishing to apply for a place should put the school down as a preference on the common application form.

Outside of the normal admission round the Trust manages these directly. Further details on how to apply can be found below.

7. Admissions Procedures

For all applications for a place at the normal (start of Reception for primary schools and Year 3 for junior schools) the applications are administered through the Local Authority application process.

Parents wishing to apply for a Birmingham school can apply online, [here](#):
[School age - when can your child start school? | Apply for reception class or primary school | Birmingham City Council](#)

Parents wishing to apply for a Dudley school can apply online [here](#):
[Primary Reception Intake | Dudley Council](#)

The Local Authority's timetable will be used for all normal round applications each year (exact dates within the months may vary from year to year).

Applications made outside the normal admissions round (in- year admissions) should be made directly to the school. 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 see the school websites for further information.

8. Published Admissions Number (PAN)

The Trust has ten primary schools. The pupil admission numbers (PAN) for each school are detailed below. These numbers reflect the numbers of places available in each year group from Reception onwards for 2024. If the number of applications exceeds the PAN then the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.

Audley Primary School	120
Beechwood CE Primary School	30
Bromley Pensnett Primary School	30
Hob Green Primary School	30
Jervoise Primary School	30
Princethorpe Infant and Nursery School	60
Princethorpe Junior School	60
The Oaks Primary School	60
The Oval Primary School	90
Wychall Primary School	60

9. Oversubscription Criteria

Where more applications are received than the number of places, then the school will rank applications in accordance with the following oversubscription criteria, in order:

1. Children who are looked after or are previously looked after child;
2. Children who have a sibling who attends the school at the date of application or admission;
3. Children with priority for admission given to those whose home address is the shortest distance from the school.

10. Definitions

A 'looked after child' is a child 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.

A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.

'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.

The 'home address' is the address at which the child spends the majority of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.

'Distance' means the distance drawn in a straight line between the centre point of the home address to the centre point of the Academy.

Tie breaker:

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

11. Applying for a year group outside of chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to [name/contact details] at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

12. Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the school must admit the child.

13. Waiting List

The school will maintain a waiting list. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

14. In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on the school website. Where multiple applications are received and the school does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

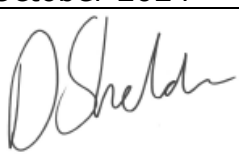
15. Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application; or
- Where the offer has been made in error.

16. Monitoring and Review

This policy will be reviewed by the Trust Board and headteachers on an annual basis.

Monitoring and review:	CEO, Trustees and Headteachers
Links:	Equality and Diversity Policy Special Educational Needs and Disabilities (SEND) Policy
Staff responsible:	CEO Executive Director of School Improvement Headteachers
Committees responsible:	Achievement, Support and Scrutiny Committee
Next review:	October 2024
Sign off by Chair of Trustees:	 <div>Date: October 2023</div>

17. Change Management

Issue	Change date	Change description
1.0	December 2016	Initial release
2.0	November 2018	Rebranded, updated and signed off for release
3.0	November 2019	Checked, no content changes, signed off and published
4.0	September 2020	Added Princethorpe Junior Admissions numbers Reviewed PAN for Beechwood CE and Bromley Pensnett
5.0	February 2022	Full review and update
6.0	February 2023	Browne Jacobson Policy adopted
7.0	September 2023	Admissions criteria updated, The Oaks PAN added