



**CREATIVE, DIGITAL & PERFORMING ARTS  
ACADEMY**

## Admissions Policy

Author	Alistair Chattaway
Approved by	Alistair Chattaway
Trustees approval	
Release date	February 2018
Review date	September 2024
Description of changes	Page 6: 30a) Confirmation of total number of applications for places in Year 10 for September 2023 (467) 30b) Confirmation of total number of applications for places in Year 12 for September 2022 (643)

## THE ADMISSION OF PUPILS TO BIRMINGHAM ORMISTON ACADEMY

### General

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. The Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to state schools and with equalities law and the law on admissions as they apply to state schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Academy Trust.
3. The Academy Trust will take part in any Admissions Fora set up by the Local Authority (LA) and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
  - (a) Direct the Academy Trust to admit a named pupil to Birmingham Ormiston Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy Trust.
  - (b) Direct the Academy Trust to admit a named pupil to Birmingham Ormiston Academy if the Academy Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
5. The Academy Trust shall ensure that parents and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to state schools. The decision of the appeal panel is legal and binding on all parties.
6. The Academy Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy Trust may, if it chooses, enter into an agreement with a 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.
7. In paragraphs 5 and 6 above, ‘relevant children’ means:
  - a) in the case of appeals for entry to Year 10 and to a sixth form, the child, and;
  - b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

## Annual Procedure for Determining Admissions Arrangements

8. In accordance with the School Admissions Code, The Academy Trust is required to set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the Academy Trust must consult on those arrangements.

9. If no changes are made to admission arrangements, the Academy Trust must ensure consultation take places once every 7 years. Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January of the school year before those arrangements are to apply.

10. Following consultation, the Academy Trust must determine the admission arrangements by 31 January each academic year.

11. Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator. Objections to admission arrangements can be referred to the Adjudicator by 15 May in the determination year.

12. Any decision of the Adjudicator must be acted on by the Academy Trust and admission arrangements amended accordingly. Birmingham Local Authority is required to collate and publish all the admission arrangements in the area in a single composite prospectus.

## Consultation

13. The Academy Trust, in accordance with the School Admissions Code and associated Regulations will ensure consultation on the proposed admission arrangements for the academy will be for a minimum of 6 weeks and will be completed by 31 January. Consultation will take place between 1 October and 31 January in the determination year.

14. The Academy will consult with:

- a) Parents of children between the ages of two and eighteen;
- b) Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) All other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) Whichever of the governing body and the local authority who are not the admission authority;
- e) Any adjoining neighbouring local authorities where the admission authority is the local authority; and
- f) In the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

15. Should any changes be made to arrangements, or proposed, the consultation cycle must be followed for the next determination year.

## Determination of Admissions Requirements

16. The Academy Trust will determine (i.e. formally agree) admission arrangements every year, even if they have not changed from previous years. The admission arrangements will be determined by 28 February each year.

17. The Academy Trust will consider any comments made by those consulted in accordance, including any requests to amend the proposed admission number, before determining the admission arrangements for the Academy.

## Representations about admission arrangements

18. Where the Academy Trust has determined the Academy's admission arrangements and notified all consultees listed, if any of those persons or bodies objects to the Academy's admission arrangements, including the proposed admission number, they can make representations to the Secretary of State. Any representations must be made by 15 May in the Determination Year.

## Secretary of State's Consent for Changes to Admission Arrangements

19. Where the admission arrangements determined in a Determination Year are different from the admission arrangements currently in existence for the Academy, the Academy Trust shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admission arrangements.

## Secretary of State's Power to Accept, Modify or Reject Admission Arrangements

20. Where the Secretary of State has received any representations made in accordance with paragraph 18, the Secretary of State must consult the Academy Trust on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Academy Trust amend the proposed admission arrangements for the Academy. The Academy Trust shall comply with any such direction.

21. Where the Secretary of State has received an application made in accordance with paragraph 19 seeking his consent to any amended admission arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admission arrangements or direct that the amended admission arrangements are not implemented or must be modified. The Academy Trust must comply with any such direction.

## Publication of Admission Arrangements

22. The Academy Trust shall each Determination Year publish Birmingham Ormiston Academy's agreed admission arrangements by:

- a) Copies being sent to the persons consulted in paragraph 14;

- b) copies being sent to primary and secondary schools in the LA's area;
- c) copies being sent to the offices of the LA;
- d) copies being made available without charge on request from the Academy;
- e) copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons.
- f) A copy being uploaded to the Academy's website.

23. The published admission arrangements will set out:

- a) The name and address of Birmingham Ormiston Academy and contact details;
- b) A summary of the admission policy, including full oversubscription criteria and any arrangements for post-16 admission;
- c) A statement of any religious affiliation if relevant;
- d) Numbers of places and applications for those places in the previous year; and
- e) Arrangements for hearing appeals.

## Proposed Changes to Admission Arrangements by the Birmingham Ormiston Academy After Arrangements Have Been Published

24. Subject to paragraph 25, once the Academy's admission arrangements have been determined for a particular year and published, the Academy Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

- a) The Academy Trust has consulted those who are required to be consulted under paragraph 14 above on the proposed variation;
- b) Following such consultation, the Academy Trust has applied to the Secretary of State to approve the change setting out:
  - i) the proposed change;
  - ii) reasons for wishing to make such a change;
  - iii) any comments or objections to the proposal from those consulted; and
- c) Following such application, the Secretary of State has provided his consent to the proposed variation.

25. The Academy Trust shall, following the prior written agreement or direction of the Secretary of State, vary the Academy's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to state schools. Such changes may be made at any time.

26. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 24 or 25 above must be published within the Academy's prospectus and on its website and be communicated within 7 days to those persons who must be consulted under paragraph 14.

27. The Academy Trust must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the

Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to state schools.

28. Where a representation is made in accordance with paragraph 27, the Secretary of State may, after consulting the Academy Trust, direct that the Academy Trust modify its arrangements for the admission of pupils to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to state schools. The Academy Trust must comply with any such direction.

29. Records of applications and admissions to the Academy shall be kept by the Academy Trust for a minimum period of two years and shall be open for inspection by the Secretary of State.

## PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY

### Admission Number(s)

30 (a). The Academy Trust has the following agreed admissions numbers for the Academy for the year 2022/2023 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

#### **150 places for students in Year 10**

Birmingham Ormiston Academy received 467 applications for the places available in Year 10 for September 2023

30 (b) Birmingham Ormiston Academy operates a sixth form for a total of **650** students. **325** places overall will be available in year 12 (the year 12 'capacity')

#### **The admission number for year 12 is 175.**

This is the number of places that will be offered on an annual basis to eligible external applicants.

If fewer than, 150 of the Academy's own year 11 pupil's transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 325.

Birmingham Ormiston Academy received 643 external applications for the places available in Year 12 for September 2023.

31. In any specific year, the Academy Trust may set a higher admission number than Birmingham Ormiston Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy Trust will inform those listed at paragraph 14. Pupils will not be admitted in any year group above the published admission

number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

32. If the Academy admits a total of 26 pupils in excess of its admission number in any 3-year period it will determine a higher admission number, after informing those bodies listed at paragraph 14.

## Process of Application

33. Arrangements for applications for places at Birmingham Ormiston Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the relevant Birmingham Ormiston Academy application form.

34. The areas served by the Birmingham Ormiston Academy will be divided into inner and outer catchment areas. The inner catchment area will be Birmingham and its neighbouring metropolitan authorities (Coventry, Dudley, Sandwell, Solihull, Walsall, and Wolverhampton). The outer catchment area will comprise areas including Worcestershire, Herefordshire, Shropshire, Staffordshire, Stoke on Trent, Telford and Wrekin, Warwickshire and all other local authorities in England.

35. The Academy Trust will use the Birmingham Local Authority's timetable for applications to Birmingham Ormiston Academy each year (exact dates within the months may vary from year to year). This will fit in with the indicative timetable below for the co-ordination of admission arrangements within Birmingham LA, to be agreed by the Birmingham Admission Forum, Birmingham LA, local schools and Academies.

a) **By September** - The Academy Trust will publish in the Birmingham Ormiston Academy's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2022 for admission in September 2023). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy Trust will also provide information in relation to Birmingham Ormiston Academy to Birmingham LA and other relevant LA's for inclusion in the composite prospectus, as required;

b) **September/October** - The Academy Trust will provide opportunities for parents to visit the Academy;

c) **October to January** – BOA Application Form (available from Academy website and BOA admissions prospectus) to be returned to the Academy. Applicants should only apply for one specific arts pathway course as part of the admissions process and must be certain of their choice. The deadline for submitting an application is 31 January.

ci) Birmingham LA sends any Academy applications to the Academy Trust;

d) **February/March** – Birmingham Ormiston Academy conducts its selection procedure, and sends list of pupils to be offered places at the Academy to Birmingham LA by the dates agreed in the locally co-ordinated scheme.

e) **April** – Birmingham Ormiston Academy and applicants' home LAs make offers to parents.

## Consideration of Applications for Year 10 & Oversubscription Criteria

The Academy Trust will consider all applications for places at Birmingham Ormiston Academy. **All applicants will be required to take the aptitude assessments.**

36. The Academy Trust will offer places at Birmingham Ormiston Academy to all those who have applied and **have demonstrated the relevant aptitude**, with priority being given to:

- looked after children or all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC). 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). In the case of previously looked after children, the Academy may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he/she/they was looked after immediately prior to that order being made.
- Children with an EHCP in which Birmingham Ormiston Academy is named and it is agreed that the Academy can meet the needs of the child; and

37. The Academy Trust will then offer places at Birmingham Ormiston Academy to all those who have applied and **have demonstrated the relevant aptitude**, in the following order of priority:

- a) Up to 90% of the remaining places will be offered to students living in the inner catchment area (see paragraph 34)
- b) Up to 10% of the remaining places will be allocated to students living in the outer catchment area (see paragraph 34).
- c) If there are insufficient applications in criterion a) the remaining places will be allocated to those in criterion b) and vice versa.

If the Academy is oversubscribed overall from within categories a-c above, the score in the aptitude assessment will be applied as a deciding factor (or tie-breaker) with those scoring the highest having priority for admission. If the Academy is oversubscribed overall from within categories a-c above and aptitude assessment scores are equal, distance will be applied as a tiebreaker with those living closest to the main door of the Academy having priority for admission. Distances are calculated according to a straight-line measurement between the applicant's home address and the front door of the Academy. 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 satisfy the Academy that the child lives at the address put forward.



## Procedures for admission where Birmingham Ormiston Academy is undersubscribed by those with an aptitude

38 a) Where the Academy is oversubscribed by applicants but undersubscribed by those with an aptitude in the specialisms, after all relevant statemented children and looked after children are admitted all those demonstrating an aptitude will be admitted before those who have not demonstrated an aptitude. Criteria 36 a) to c) will be applied to those not having demonstrated an aptitude.

38 b) Where fewer applicants than the published admission number for the relevant year groups are received, the Academy Trust will offer places at the Academy to all those who have applied.

39. Birmingham Ormiston Academy will determine each year its arrangements for assessing aptitude. These will be consulted upon annually with those in paragraph 14 and published in each Local Authorities' composite admissions prospectus alongside the admissions arrangements. The assessment must be clear, fair and objective, and must only assess the student's aptitude and no other factors. No student will be assessed for academic ability although knowledge of the specialism, as part of the aptitude process, may be sought.

## Post 16 admission criteria

40. Birmingham Ormiston Academy has places for up to 650 students in the 16-19 age range and there is an automatic right of transfer to the post 16 section of the school from year 11 for those students.

41. After internal transfers, the admissions and oversubscription criteria in paragraphs 36 to 39 will be applied to external applicants in order. The admissions procedure to determine aptitude will be similar to the admission at year 10. If a course is full, existing pupils at the Academy will be given priority for that course. External pupils who pass the aptitude test will be offered alternative course options according to course availability.

## Admissions Appeals

42. There will be a right of appeal to an Independent Admission Appeal Panel for unsuccessful applicants, in line with the procedures set out in the DfE's School Admission Appeals Code. The academy will write to all unsuccessful applicants with details of how to lodge an admissions appeal with the Academy (please also see Section 50).

## Operation of waiting lists

43. Where in any year the Academy receives more successful applications for places than there are places available, a waiting list will operate until the end of the first term after the start of the school year. The Academy Trust will maintain this and it will be open to any parent to ask for his or her child's name to be placed on the waiting list.

44. Any child that is unsuccessful at their first assessment can request a second chance in the assessment process, within an agreed time limit. A second chance will be granted in exceptional circumstances only, where an applicant may not have been able to demonstrate their aptitude, for example through illness.

45. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### Arrangements for Admitting Pupils to Other Year Groups, Including replacing any Pupils who have left Birmingham Ormiston Academy

46. We do not admit students into year 11 or year 13 or mid-year into any year group.

47. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs applies. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down shall be entitled to appeal.

### Arrangements for Admission of pupils as the Birmingham Ormiston Academy Builds to its Full Capacity

48. Birmingham Ormiston Academy has a Published Admission Number of 150 pupils in Year 10 and 325 in Year 12.

49. Admission to year groups without a Published Admission Number will be based upon the size of teaching groups already existing in Birmingham Ormiston Academy and the efficient use of resources.

50. There will be a right of appeal to an Independent Admission Appeal Panel for unsuccessful applicants. Any requests for formal appeals must be in writing and marked for the attention of the Head of Admissions on or before the published date, as per the procedures set out in the decision letter set out to all unsuccessful applicants.