



Admissions Policy for admission in academic year 2026-2027

Author	Mr T Beveridge / Mr F Bryan
Date	
Version	8
Approved Date	
Review Date	

Admission arrangements Years 7 – 11 (Alderbrook School)

- 1 Applications for school admission will be managed by Solihull Council in accordance with the Local Authority's coordinated scheme for admission.
- 2 The school's admission number is 280. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available, all applications will be given a priority from the following oversubscription criteria and places will be offered in priority order.

Priority 1

- Looked after children and previously looked after children who are now adopted or subject to a residence order or special guardianship order, 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.

Priority 2

- Children whose exceptional social or medical needs can only be met at this school. The child must have an exceptional medical and/or social need that means that only Alderbrook School is suitable for them to attend, and no other local school would be suitable.

Priority 3

- Children of staff at Alderbrook School recruited to a vacant post for which there is a demonstrable skill shortage - see Paragraph 5 below.

Priority 4

- Children who normally live in the school's catchment area – see Paragraph 6 below.

Priority 5

- Children who have an older brother or sister at the school at the same time – see Paragraph 9

Priority 6

- Children living closest to the school, measured in a straight line from the child's home – see Paragraph 10 below.

Notes for Guidance

- 3 Children with an Education, Health and Care Plan that names Alderbrook School will be offered a place first. This will reduce the number of places available.
- 4 Applications made on the basis of 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 2 to applications with exceptional social or medical reasons.
- 5 Under Priority Group 3, a 'member of staff' must be:
 - a member of staff who has been employed by the school for two or more years at the time at which the application for admission to the school is made, or
 - a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.

A 'child of a staff member' means their natural child, adopted child, long term foster child, step-child (the child of their spouse or civil partner) or the child of their cohabiting partner. In all cases, the child of the staff member must live and sleep for more than 50% of their time from Sunday to Thursday night during term time at the home address. For the avoidance of doubt, a child of another family member (e.g. niece, nephew or grandchild) or friend will not be a 'child of a staff member', even if they live at the same address as the staff member. The staff member must be the parent whose details are given in the application form, as obtaining details for more than one parent is prohibited. A signed and dated letter on headed notepaper from the staff member's Headteacher confirming that they meet the skill shortage criteria must be submitted with the application for inclusion in this category to be considered.

- 6 The catchment area can be seen on the Council's website: www.solihull.gov.uk/onlinemaps
- 7 The home address is the place where the child is permanently resident with his or her parents. If care is shared between two parents you will need to provide a copy of the court order defining the arrangements to the Council. In the absence of a court order, the Council will use the address of the parent who is in receipt of the child benefit. You will need to send a copy of your child benefit award for the last two years. 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.
- 8 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 school. It is important that parents / carers provide the school 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, incorrect 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 school, in line with the Admissions Code.
- 9 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.
- 10 If a priority group has more applicants than places available priority will first be given to those with a brother or sister attending followed by those living nearest the school (measured in a straight line from home to school).
- 11 In any priority group, 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. This process will be either carried out independently of the admissions authority or overseen by an independent verifier

- 12 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.
- 13 The grid reference for the school will be the main pedestrian gate if there are more than one.
- 14 Waiting lists are produced in strict order of priority, according to the oversubscription criteria and are managed by Solihull Council. Parents must email the council every half term to keep their child's name on the list. As each child is added to the waiting list, lists are ranked again in priority order.
- 15 Applications received after the closing date are late and will not be processed until after the applications that were received on time. If the school is undersubscribed any application received after the closing date must be admitted.
- 16 If possible, places will be offered at the same school to twins, triplets and children from other multiple births. If only one place can be offered the parent will choose which child should have the place.
- 17 Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to Solihull Council. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the application will be given a priority and put on the waiting list.
- 18 The Trust Board recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.
- 19 Parents who wish to appeal against the decision of the Trustees to refuse their child a place in the school can request an appeal form from Solihull Council. Appeals will be heard by an independent panel.
- 20 Requests for admission outside normal age group. Parents who would like their child to be admitted to a year group above or below their child's normal year group must make a separate 'request for admission outside normal age group' directly to the Academy for permission. We strongly recommend that parents submit their request well in advance of the statutory closing date for their child's normal age group, so that they are able to make informed decisions when submitting subsequent applications for admission.

Admission arrangements Years 12 – 13 (Alderbrook Sixth Form)

Age of students

- 21 Students enter the Sixth Form in Year 12 in the September after they reach the age of sixteen and leave at the end of Year 13 on completion of their Programme of Study.

Applying for places

- 22 The Sixth Form's capacity is 250 students, or 125 students per year. We welcome applications from both Alderbrook and external students and we will reserve at least 30 places for external students, subject to them meeting the entry requirements.
- 23 Requests for admission outside normal age group. Parents who would like their child to be admitted to a year group above or below their child's normal year group must make a separate 'request for admission outside normal age group' directly to the Academy for

permission. We strongly recommend that parents submit their request well in advance of the statutory closing date for their child's normal age group, so that they are able to make informed decisions when submitting subsequent applications for admission.

Date of application

- 24 Applications for Year 12 will be accepted up to 4 pm on 31st January in the application year . Applications after this date will be accepted but will be treated as **Late Applications**.

Admission requirement

- 25 The admission requirements are exactly the same for both Year 11 Alderbrook students and external students. These are detailed below:
- All students must have achieved five GCSEs 9-5, including English and Mathematics
 - Those students choosing to study 4 A Levels must have achieved the above, with six GCSEs at grade 9 or 8
 - In addition to these basic requirements, each subject has specific entrance requirements which need to be met to be enrolled onto the course; please see the Sixth Form Subject section of the website - <https://www.alderbrookschoo.co.uk/a-level-subjects/>

Offers of places

- 26 Any internal or external Year 11 student who has successfully completed an Alderbrook Sixth form Application Form and provisionally satisfied the **entrance requirements**, can be considered for a place in Year 12. All students will be asked to attend a guidance meeting to discuss their application options and courses. It should be noted that this is an offer of a place, and not a specific course of study. Alderbrook reserves the right to withdraw courses where there are too few applications for the course to run. Equally, if too many students apply for a particular course, and it is not possible to run extra groups, then numbers on courses will need to be limited.
- 27 Sixth form offers based on fraudulent, incorrect or misleading information will be withdrawn if the student is no longer entitled to the place and if minimum entry requirements are found to not be met. In these circumstances the place could be withdrawn after the student has started Alderbrook Sixth form, in line with the Admissions Code.

Late Applications

- 28 Applications received after the closing date are deemed late and will be considered after applications with the same priority that were received on time.

Acceptance of places

- 29 Once a place has been offered, students will be expected to formally accept that place in writing within 2 weeks. If acceptance is not received, a reminder will be sent to the given student and parent email address. If the acceptance is not forthcoming within a week of the reminder, the School may offer the place to another student on the waiting list.

Enrolment

- 30 This will take place on GCSE results day. External students will be expected to present evidence of their GCSE grades attained. Internal students will not need to present documentary evidence as the school already holds this information. All students will be expected to follow the normal enrolment procedure as laid out on the Alderbrook School website (Sixth Form) unless special circumstances exist. If this is the case, students are

expected to contact the school to make alternative arrangements in good time; otherwise we will assume that places not accepted on that day have been declined and we might accept other late entries.

Appeals

- 31 Parents have a statutory right of appeal to an independent Admission Appeal Panel against the refusal of a place at Alderbrook Sixth Form. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.

Oversubscription criteria

- 32 These criteria will only be used when the school receives more applications than there are places in Year 12 and the entry requirement has been met:

Priority 1S

- Looked after children and previously looked after children who are now adopted or subject to a residence order or special guardianship order 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.

Priority 2S

- Children whose exceptional social or medical needs can only be met at this school

Priority 3S

- Children of staff at Alderbrook School recruited to a vacant post for which there is a demonstrable skill shortage - see Paragraph 33 below.

Priority 4S

- Children living closest to the school, measured in a straight line from the child's home.

- 33 Applications made on the basis of exceptional social or medical reasons must be supported by independent professional evidence.

- 34 Under Priority Group 3S, a 'member of staff' must be:

- a member of staff who has been employed by the school for two or more years at the time at which the application for admission to the school is made, or
- a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.

A 'child of a staff member' means their natural child, adopted child, long term foster child, step-child (the child of their spouse or civil partner) or the child of their cohabiting partner. In all cases, the child of the staff member must live and sleep for more than 50% of their time from Sunday to Thursday night during term time at the home address. For the avoidance of doubt, a child of another family member (e.g. niece, nephew or grandchild) or friend will not be a 'child of a staff member', even if they live at the same address as the staff member. The staff member must be the parent whose details are given in the application form, as obtaining details for more than one parent is prohibited. A signed and dated letter on headed notepaper from the staff member's Headteacher confirming that they meet the skill shortage criteria must be submitted with the application for inclusion in this category to be considered.

- 35 The home address is the place where the child is permanently resident with his or her parents / carers. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, parents / carers 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.
- 36 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 school. It is important that parents / carers provide the school with any information relating to changes in circumstances as soon as they occur. Offers based on fraudulent, incorrect or misleading information will be withdrawn if the child is no longer entitled to the place because there are students on the waiting list with a higher priority. In these circumstances the place will be withdrawn after the child has started the school, in line with the Admissions Code.
- 37 In any priority group, 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. This process will be either carried out independently of the admissions authority or overseen by an independent verifier
- 38 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.
- 39 The grid reference for the school will be the main pedestrian gate if there are more than one.
- 40 Waiting lists are produced in strict order of priority, against the over-subscription criteria. In Year 12, Alderbrook Sixth form operates a waiting list until 31 December following the admission of the cohort in September, after which time the list is deleted. No waiting list is maintained for Year 13
- 41 Waiting lists are ranked by reference to the oversubscription criteria above, and not by reference to the date that the child/ applicant's name was added to the list. This means a child/applicant's name can go up, as well as down, the list as more names is added.
- 42 When a place becomes available, the tie breaker set out above (i.e. distance then random allocation) will be used to determine which child/applicant in the highest category (if more than one) will be offered the place.
- 43 Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to the Head Teacher. If there is a vacancy in the relevant year group a place will be offered subject to the Trustees being convinced that the student will be able to effectively follow the Programme of Study for the A level courses applied for.