

Admission arrangements for CTC Kingshurst Academy 2019-20

1. Published Admission Number

- 1.1 The Published Admissions Number for admission to Year 7 in September 19 is 250.

If the number of applications received exceed this number, places will be offered in priority order according to the following oversubscription criteria.

1.2 Oversubscription Criteria

- 1.2.1 Children transfer to secondary school in the September after their 11th birthday.

- Priority 1** Looked after children and previously looked after children who are now adopted or subject to a residence order or special guardianship order
- Priority 2** Children whose exceptional social or medical reasons can only be met by CTC Kingshurst Academy.
- Priority 3** Children who have a brother or sister at the school at the same time
- Priority 4** Children who normally live in the priority area for CTC Kingshurst Academy.
- Priority 5** All other children

2 Important Notes

- 2.1 Children with statements of special educational needs that name CTC Kingshurst Academy will be offered a place at the school. The Inclusion and Access Team process applications. This will reduce the number of places available.
- 2.2 Applications with exceptional social or medical reasons must be supported by independent professional evidence. The 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.

2.3 Definition of a brother or sister

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 couples who live together; or
- an adopted or fostered brother or sister.



- 2.4 The priority area for CTC Kingshurst Academy is the area covering a three mile radius from the school.
- 2.5 Distances are measured by Solihull Local Authority 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.
- 2.6 If a priority group has more applicants than places available a computerised random allocation system will be used to decide which applicants should be allocated places.

3. Late applications and changes to applications for normal intake

- 3.1 3.1 Applications, received after the closing date, are late and will be processed after the offer day.

4. Application procedure for the normal intake

- 4.1 All applications for CTC Kingshurst Academy should be made to the Local Authority in which area the child resides.
- 4.2 A Secondary Education booklet is available for parents and comprehensive information on how to make an application will be published on the relevant Council's website.
- 4.3 Applications should be received by the published closing date, and all applications are subject to address checks.
- 4.4 Parents will be advised on the outcome of their application by the Local Authority in which the child resides.
- 4.5 Where a place at CTC Kingshurst Academy cannot be offered and it is ranked higher than the school place offered by the Local Authority, parents will be given a reason for refusal and will have the right of appeal.
- 4.6 The places that are offered are provisional and are dependent upon the circumstances of the application remaining unchanged until the date of admission to the school. It is important that parents provide any information relating to changes in circumstances, as soon as they occur. Offers based on a priority area or distance will be withdrawn if a house move results in the application having a lower priority.
- 4.7 The intake round finishes at the end of December, after which the waiting lists are closed.



5. Application procedure for in-year admission (admission at any time other than the normal intake)

- 5.1 An in-year admission is at any time other than the normal point of intake.
- 5.2 All applications for admissions will be managed by Solihull School Admissions Service, on behalf of CTC Kingshurst Academy. All applications and enquiries should be made to Solihull Schools Admissions Service.
- 5.3 The oversubscription criteria and definitions set out in 1 and 2 above will apply to in year admissions.
- 5.4 All applications will be subject to address checks. If a place cannot be offered applications will be prioritised for the waiting list using the oversubscription criteria for the normal intake.
- 5.5 Where CTC Kingshurst Academy is ranked higher than the school offered a reason for refusing to offer a place will be given. Parents will have the right of appeal.
- 5.6 CTC Kingshurst Academy will take a full part in the application of Solihull Local Authority Fair Access Protocol. Where the Fair Access Protocol requires CTC Kingshurst Academy to offer a school place, this priority will supersede all other children on the waiting list.

6. Waiting lists

- 6.1 A child's name will be added to the waiting list for CTC Kingshurst Academy where it is ranked higher than the school that has been offered.
- 6.2 Waiting lists are made in strict priority order against the published admission criteria for the school.
- 6.3 If a vacancy arises in a school, the place will be offered to the child with the highest priority. Where there are more applicants on the waiting list in a priority than places available, the place will be offered using the method of random allocation.
- 6.4 Applicants will be put on the waiting list for a half-term. Parents must telephone the council at the end of each half term if they want their child's name to stay on the waiting list. Those who do not telephone will be removed from the list.

