



Shireland CBSO Academy – Admissions Policy 2025/26

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Introductory Statement

Shireland CBSO Academy is an 11-18 Secondary School supported by Shireland Collegiate Academy Trust and established via the free school programme. It aims to provide a high-quality education for local children and prepare them for further education or employment in a safe and welcoming environment.

Our inclusive admissions process will at all times be open, transparent and fair, and will meet the requirements of the national Schools Admissions Code, the Appeals Code and Admissions Legislation.

Our vision and values

Our mission at Shireland CBSO Academy is to develop a generation of learners who aim higher, see further, and are concerned for all. They will learn in a way that encourages both independence and collaboration in a technology-rich environment to enable them to succeed in an ever-changing world. We have three core beliefs:

- We believe that every pupil will have access to a whole education underpinned by academic rigour.
- We believe that every pupil should be equipped for today, tomorrow and their future lives, through learning cutting-edge skills and the ability to discover the world and beyond.
- We believe that every pupil should be safe, happy, ambitious for themselves and respectful of all.

All of this is underpinned by a set of strong values that are central to the Shireland Collegiate Academy Trust Family of schools. They are: **Innovate, Inspire and Collaborate.**

Main School (Pre-16) Admissions

Admission numbers

Shireland CBSO Academy has a Published Admissions Number (PAN) of 150 pupils for entry in Year 7 from September 2025.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

In accordance with the law, children with an Education Health and Care Plan (EHCP) will be admitted to the school where Shireland CBSO Academy has been named as the most appropriate placement.

Application Process

As part of the co-ordinated admissions arrangements scheme, **parents MUST complete an online registration form provided by their home LA by 31 October 2024**. In completing this form Shireland CBSO Academy must be chosen as one of the preferences on the LA registration form.

Preference forms received after the closing date will be considered where the LA identifies that exceptional circumstances apply.

Preference forms received after the places have been offered will be kept on file and form the basis of the 'Applications to Transfer to Year 7'. Those who are offered a place at the Academy will be informed on 1 March 2025 by their home LA.

Those that are not offered a place at Shireland CBSO Academy will be informed on 1 March 2025 and will be offered a place at an alternative school by their home LA.

Arts Aptitude Places

Parents/Carers wishing for their child to be considered for the Arts Aptitude, which will take place in October 2024, must register with the Academy by completing the Arts Aptitude Registration Form by 2 October 2024. Details of the Arts Aptitude Registration form will be published on the Shireland CBSO Academy website in the Summer Term of the 2023/24 academic year.

Those applicants who have registered on time will be advised in writing about the arrangements for the Arts Aptitude Interviews. Shireland CBSO Academy admits 10% (15) of its applicants with an Arts Aptitude. The main purpose is to identify children who have potential, aptitude, and enthusiasm for Music.

Oversubscription criteria

When the Academy is oversubscribed, after the admission of pupils with an Educational, Health and Care Plan (EHCP) naming the Academy, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.¹
2. A total of 15 applicants (10% of the total number of places) with an aptitude for Music (The word aptitude means a gift or talent. It denotes a potential or propensity to develop an ability given appropriate teaching or preparation. In other words, aptitude plus preparation equals future ability).
3. Siblings (brother and sister at the Academy at the time of admission, not including Sixth Form). Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Thereafter, up to 25 places will be allocated to each of the six towns within the Sandwell Borough: West Bromwich, Tipton, Wednesbury, Oldbury, Rowley Regis, and Smethwick, based on the distance between an applicant's home address and a centroid point nearest to their home (a straight-line measurement between the applicant's residence and the centroid point will be used to calculate the distance by an external consultant).

The Academy does not maintain waiting lists for mid-year applications.

Tie-break

If a tie-break is necessary to determine which child is admitted, random allocation will be undertaken by the LA (or another body that is unconnected from the Shireland Collegiate Academy Trust) as a tie break to decide who will be admitted.

Random allocation will not be applied to multiple birth siblings (twins, triplets, etc.) from the same family tied for the final place; we will admit them all and exceed the PAN.

¹ 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 as defined by section 22 (1) of the Children Act 1989 at the time of making the application for a school place

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is having or has experienced problems such as illness, and the Shireland Collegiate Academy Trust will make judgements based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Parents should submit a request to the school with their application specifying the age of the child, which year group they wish him/her to be admitted to and the reason for the request.

Late applications

All applications received by the Academy after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

False information

Where Shireland CBSO Academy has made the offer of a place based on a fraudulent or intentionally misleading application which has effectively denied a place to another applicant with a lower level of priority, the offer of a place will be withdrawn.

Mid-year admissions

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. To apply for a place other than the normal intake into the Year 7 cohort, parents must apply using the mid-year application form available on Sandwell local authority's website ([Changing schools | Sandwell Council](#)).

Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

Parents will be advised of the outcome of their application in writing from the local authority and, where the decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

Operation of waiting list and appeals

If the Academy is oversubscribed and children have been refused admission because other applicants have a higher priority for admission under the published admission criteria, then those applicants who are unsuccessful will automatically be placed on the waiting list. Applicants placed on the waiting list will be ranked in accordance with the published admissions criteria. The waiting list will operate until the end of the Autumn Term.

Parents will have the right of appeal to an Independent Appeals Panel if they are dissatisfied with an admission decision. The arrangements for appeals will be in line with the Code on School Admission Appeals published by the Department for Education. The determination of the Appeals Panel will be made in accordance with the Code on School Admission Appeals and is binding on all parties. (For further information about appeals, please see Appendix A).

Sixth Form (Post-16) Admissions

Admission numbers

The Shireland CBSO Academy's Sixth Form has a Published Admissions Number (PAN) of 60 pupils for entry in Year 12 from September 2024. There will be an expected class size of 25 for Level Three courses, and 15 for Level One and Two course.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places to all those who have applied and achieved the entry requirements.

Application process

Information concerning the Sixth Form is available on the Shireland CBSO Academy website along with details of courses available and option blocks. Applicants must complete the application form on located on the Shireland CBSO Academy website.

The closing date for receipt of applications for admission into Sixth Form for September 2024 is 1st September 2025. Students entering Sixth Form will be expected to read and sign a learning agreement which outlines the commitment required to be successful in Sixth Form study and the support that students can expect to receive.

In addition, Sixth Form students must recognise that they are part of a large community and have a responsibility to abide by our dress code and conduct themselves in a manner that supports the Academy ethos.

Entry requirements

Entry requirements for the Sixth Form are usually measured by GCSE grades achieved, but may include further skills required, to be successful on a course as indicated on the subject description of each course on the Shireland CBSO Academy website.

Entry Requirements for Advanced Level Courses operate at two levels:

- Pathways based upon the number and type of Level Two courses gained at the end of Key Stage 4.
- Subject specific criteria.

All students seeking admission to Sixth Form must achieve the academic requirements for access onto the courses they are taking. Please see full details on the Shireland CBSO Academy website.

Oversubscription criteria

When the Sixth Form is oversubscribed, after the admission of pupils with an Educational, Health and Care Plan (EHCP) that meet the academic requirements, priority for admission will be given to those students that meet the criteria set out below, in priority order:

1. Looked after children who meet the academic requirements of the course. This category includes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.²
2. Applicants with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by their general practitioner or consultant confirming the condition, detailing the applicant's needs and specifying why, in their opinion, the preferred school is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed by the local authority to decide whether the applicant's needs can be met most appropriately by the preferred school.
3. Applicants with siblings in any year at the Shireland CBSO Academy at the time of admission, who meet the academic requirements of the course. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Thereafter, on the basis of distance between their home address and the main entrance to the Academy (a straight-line measurement will be used to calculate the distance by an external consultant).

Extra students can sometimes be accommodated over the admission number if the student's chosen courses are not full.

Shireland CBSO Academy reserves the right to withdraw courses.

Tie-break

If a tie-break is necessary to determine which child is admitted, random allocation will be undertaken by the LA (or another body that is unconnected from the Shireland Collegiate Academy Trust) as a tie break to decide who will be admitted.

Random allocation will not be applied to multiple birth siblings (twins, triplets, etc.) from the same family tied for the final place; we will admit them all and exceed the PAN.

² 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 as defined by section 22 (1) of the Children Act 1989 at the time of making the application for a sixth form place

Waiting list

If courses are full, students will be offered a place with alternative course options. Shireland CBSO Academy will hold a waiting list for the Sixth Form, in order of the above criteria, of students who have not been offered a place. The waiting list will operate for the first term, after which no more students will be admitted.

False information

Where Shireland CBSO Academy has made the offer of a place in Sixth Form based on a fraudulent or intentionally misleading application which has effectively denied a place in Sixth Form to a student with a lower level of priority, the offer of a place will be withdrawn.

Late applications

All applications received by the Academy after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, the student may request that they are placed on Shireland CBSO Academy's Sixth Form waiting list.

Accepting or Declining the Offer of a Place

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course.

Parents/carers are required to accept or decline the allocated place using the form sent with the conditional offer letter. The form must be returned to Shireland CBSO Academy within two weeks from the date of the offer letter. Failure to respond may result in the place being withdrawn. Parents/carers are requested to advise Shireland CBSO Academy at any stage, if they are not accepting the place for any reason.

Notes

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Appendix A – Appeals

The Governing Body of Shireland CBSO Academy has contracted the appeals function to Sandwell LA.

If you are unhappy with the school allocated to you (even if it was your first preference) and you wish to appeal, contact the LA's Admission and Appeals Service for an appeal form. Before deciding to appeal, you may wish to contact the Advisory Centre for Education (0808 800 5793) who will provide you with free, impartial advice.

If you choose to exercise your right of appeal, arrangements will be made for you to attend an appeal hearing. The Appeals Panel is independent of the LA and Shireland CBSO Academy and is arranged by Democratic Services of the Council. The Panel will consist of 3 or 5 members. There will also be someone representing Shireland CBSO Academy (this will be a LA officer) and a clerk from Democratic Services in attendance. At the meeting, you will be invited to say why you would like your child to go to Shireland CBSO Academy rather than the school offered. The LA officer will explain why a place at Shireland CBSO Academy has been refused.

You cannot appeal for Shireland CBSO Academy if you did not list it on your common application form. The LA recommends that you accept the school that has been offered to you even if you decide to appeal for Shireland CBSO Academy. By accepting the school offered, you will guarantee a school place for your child. If you refuse the place, you are likely to be reducing the options which may be available to you. Accepting the place will have no bearing on the outcome of your appeal.

Appeal hearings will normally be held within 40 school days of the deadline for submitting an appeal i.e during the late Spring and early Summer Terms. You will be given 10 days' notice of an appeal hearing date and time. Appeals for heavily oversubscribed schools can last for up to two weeks. You will be notified of the decision no later than five school days after the last hearing unless there is good reason why the decision has been delayed.

The decision of the Panel is binding on parents, the LA and schools. The Council, Councillors and even Members of Parliament are unable to change its decision. If you think that the appeal process has been conducted unfairly you can complain to the Local Government Ombudsman. However, the Ombudsman does not have the power to change the decision of the Panel.

All arrangements for allocation of school places and for appeals will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department for Education.