



Shireland Collegiate Academy Trust

Shireland Collegiate Academy . Admissions Policy 2025/26

Committee and Date Approved	Trust Board . Autumn 2023
Category	Statutory
Review Cycle	Annually
Officer Responsible	Trust Board

Introductory statement

Shireland Collegiate Academy (SCA) is a 11-18 Secondary School supported by Shireland Collegiate Academy Trust. 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 SCA 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

The school has a Published Admissions Number (PAN) of 250 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 Education Health and Care Plan (EHCP) will be admitted to the school where the Local Authority (LA) has specifically named SCA 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 31st October 2024**. In completing

Fair Banding

The Shireland Collegiate Academy Trust will use norm referenced banding to achieve an

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

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 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.

Admissions 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 ill health and the Academy Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child. Views; information about the child's health 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 and the reason for the request.

In year applications

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 Year 7, parents must apply using the in-year application form ([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 LA 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. This will be maintained by the Local Authority. Children placed on the waiting list will be ranked in accordance with the published admissions criteria. For Sandwell schools, waiting lists will normally 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, see Appendix A)

Timetable for Aptitude Tests

March 2024	Details of Aptitude Test on Shireland Collegiate Academy website: www.collegiateacademy.org.uk
1 st May 2024	Aptitude Test

3. Students with siblings in any year at the Academy at the time of admission, who meet the academic requirements of the course.
4. All other applicants who meet the academic requirements of the course with straight line distance from the Academy as the tie breaker. This will be measured in a straight line from the front door of the Academy to the front door of the main reception area of the Academy (for example, families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). In the event that parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the relevant distance will be measured from the front door which is closest to the Academy.
5. If courses are full, students will be offered a place with alternative course options. Shireland Collegiate Academy will hold a waiting list, in order of the

Appendix A - Appeals

The Governing Body of Shireland Collegiate Academy (SCA) has contracted the appeals function to Sandwell Local Authority (LA).

If you are unhappy with the school allocated to you (even if it was your first preference) and before deciding to appeal, you may wish to contact the Advisory Centre for Education (0800 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 SCA and is arranged by Democratic Services of the Council. The Panel will consist of 3 or 5 members. There will also be someone representing SCA (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 SCA rather than the one offered. The LA officer will explain why a place at SCA has been refused.

You cannot appeal for SCA 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 SCA. By accepting the school offered, you will

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 50/50 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