



# ADMISSIONS POLICY FOR 2024-25

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## Introduction

This document sets out the framework of the Rodillian Multi Academy Trust for admission to BBG Academy. The desire of the Trust is for the Academy to be an all-inclusive, all-ability academy which serves the needs of students in the local community where the Academy is situated.

The Trust is committed to delivering a fair and transparent admissions process which meets statutory requirements and guidance issued by the Department for Education as well as meeting its duties under the Equality Act 2010.

## Procedure for Year 7 entry

### The admission arrangements are:

1. There are 210 places available.
2. Application for places at the Academy will be made in accordance with the Local Authority's co-ordinated admissions scheme as published in "Kirklees Secondary School Guide for Parents 2024/25". Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
3. Parents wishing to apply for a place should name the Academy as one of the preferences on the local authority website by completing an online application and submitting it by the published closing date. There is a strict deadline for the completion of the online application. Those received by the deadline will be considered first.
4. Parents residing outside of Kirklees who wish to apply for a place should complete and return an application to their own local authority.

## Oversubscription Criteria

The Academy will admit up to 210 children in year 7. All applicants will be admitted if 210 children or fewer apply.

If the Academy is oversubscribed, which means we have more applications than places, after the admission of children with an Education, Health, and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

1. Looked after children or children who were previously looked after by a local authority or those who have been in state care outside of England and ceased to be so because of being adopted.

See note 1 for a definition of the above terms.

2. 21 places (10%) will be awarded to children who show a particular aptitude for rugby union or netball and live within the Academy's Priority Admission Area ("PAA").

To apply for one of these places' parents must complete the common application form and the Rugby and Netball Trials Request Form. The Trials Request Form must be returned to the Academy by the deadline of 21 September. All applicants for these places will be required to attend trials.

Children who are not offered a rugby union or netball place will still be considered for one of the remaining places, along with all other applicants. Where possible parents will be informed

if their child's application is being prioritised under this criterion, prior to the national closing date of 31 October.

Further information on Rugby and Netball places can be found in the Rugby and Netball places section below and the Calendar for admissions immediately below that. Access to the rugby and netball trials request form can be found at [www.bbgacademy.com](http://www.bbgacademy.com).

3. Children of staff who have been in post at the BBG Academy for at least 2 years, or to staff recently appointed to a post for which there is a demonstrable skill shortage. See note 2 for how to apply. See note 2
4. Children whose siblings live at the same address, currently attend the Academy, and will continue to do so on the date of admission. See note 3 for a definition of sibling.
5. Children residing in the Academy's PAA covering East Bierley, Birkenshaw, Gomersal and Birstall who reside nearest to the Academy based on the straight-line distance from the home address to the Academy. See note 4.
6. All other children, by straight line distance from the home address to the Academy. If none of the other criteria apply, your application will be considered under this criterion.

### Notes

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 (see the definition in Section 22 (1) of the Children Act 1989).

A previously looked after child is a child who was previously looked after but who left care through an adoption order, child arrangements order or special guardianship order.

Children previously in care outside of England are those who have been looked after by a public authority, a religious organisation, or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.

You must submit evidence of your child's previously looked after status (a copy of the Court Order and evidence of being in local authority or state care outside England) with your application.

2. Applications must be in the form of a letter or email to the Clerk to the Local Review Board of the Academy, stating the name, post, and length of service of the member of staff and the child's name and date of birth. The letter or email is required in addition to the submission of a completed local authority application form. Admissions should be submitted to [office@bbgacademy.com](mailto:office@bbgacademy.com).
3. The term siblings include brothers, sisters, half, adopted, step or foster brothers or sisters living at the same address. It does not include cousins or other family members sharing a house. Where siblings such as twins or triplets apply for the same year group and one sibling gains a place, the other sibling(s) will be offered a place(s) even if this is above the admission number.

Please note that we are heavily subscribed, and we cannot always guarantee to offer a place to every sibling.

4. A map of the PAA is available in the Academy and on the Academy website:

<http://www.bbgacademy.com/images/Files/PDF/PAA-Map2.pdf>.

When you apply you must use the child's permanent address, where they usually live with their parent or carer - this is the address of a person holding parental responsibility for the child. You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time to secure an Academy place is considered a fraudulent application. We will investigate all queries about addresses, and we could ask the local authority to change the Academy place offer.

If we find out that an intentionally misleading or false address has been given to get an Academy place, the place may be withdrawn even if the child has already started at our Academy.

#### **If the child lives in different properties (shared care)**

Only one address can be used on your application for a school place, and this should be the parent address where the child lives for most of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

For applications made in the normal round, if there is no agreement, the local authority will decide on our behalf which parent address will be used. This decision will be based on where the child spends most of the school week. If the child spends equal time with each parent, they will use the address where the child is registered with their doctor at the closing date.

#### **If parents disagree on an application made in the normal round**

Only one parent can submit a school place application and we cannot resolve disputes between parents – only a family court can do this.

When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

#### **Moving home**

When offers are made on national offer day, we assume your address will be the same when you take up our Academy place in July. If you are planning to move house, you must still use your current address on your application.

As soon as you move house, you must tell Kirklees Council of your new address and provide proof of the house move, including evidence you've permanently left the old address and evidence of the new address. They may have to change the school place offered to you.

If there are more applicants from within the PAA than there are places left, (after higher criteria have been applied) the remaining places will be allocated based on those who reside nearest to the Academy in a straight-line distance from the home address to the Academy. Children residing in the PAA who do not receive a place in the first 210 will be allocated a ranked waiting list place according to their proximity to the Academy based on the straight-line distance from their home address to the Academy. If the PAN of 210 has then not been reached the remaining places will be allocated to criteria 7, students living outside the PAA. These will be allocated according to their proximity to the Academy based on the straight-line distance from the home address to the Academy.

#### **If children meet the same priority (tie break)**

In any priority, if children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from our Academy. For example, if there are 4 places remaining at our Academy and 5 children have asked for a place at our Academy, the 4 children living closest to the Academy will be allocated those places.

If two or more children live the same distance from our Academy for example, in a block of flats, and there are not enough places for both, we will draw lots. This will be witnessed by an independent person.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place, we will admit them all, exceeding the Published Admissions Number for our Academy.

#### **Rugby Union and Netball places**

Rugby Union and netball places are offered following trials.

The rugby union and netball trials comprise of a series of skill/drill type activities in which students, working in small groups and led by an experienced coach, aim to demonstrate some aptitude to develop a series of skills.

Students are then given the opportunity to play conditioned, small sided competitive games to apply those skills developed previously within a more structured, game specific format (although previous understanding of rugby union or netball are not required to excel within this conditioned game environment). This allows the coaches to not only assess the athletic aptitude of those students trialling, but to also assess students' aptitude to develop a quick understanding and knowledge of a game and attempt to explore the tactics and strategies which exist within a competitive environment.

The students' aptitude to focus and apply any technical or tactical coaching points given is also observed, relating to demonstrating positive habits and behaviours which lie at the heart of the culture of the sports academy programmes.

The small group sizes which are employed during both the skill/drill stage and the competitive game stage of the trial process allow the lead coach to gain a good understanding of both a student's current level and of their potential to thrive within our sports programmes. Several members of the coaching staff also observe students from 'outside' the coaching drill or game. This provides the coaching group with a very good perspective of every student who attends the sports trials and gives every student the best possible opportunity to demonstrate their athletic aptitude and sporting mind-set.

## Calendar for admission

September	Local authority booklet and common application form is made available.
September	Open evening held
21 September	Deadline for application for Rugby/Netball trials. Requests for these places cannot be made after the trials are held
24 September	Rugby/Netball trials
31 October	Deadline for receipt of: <ul style="list-style-type: none"><li>• Local authorities' common application/preference form.</li><li>• Letters or emails and any documentation in respect of exceptional need.</li><li>• Letters or emails in relation to applications under children of staff oversubscription criteria</li></ul>
1 March	Local authorities write with offers made to parents for all schools in their schemes.  In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list until 31 December.
25 June	The Academy transition process from Year 6 into Year 7 will start on 25 June 2024, when children officially become BBG students and leave their primary school. This is in line with the start of our academic year. Parents are required to ensure their child attends school regularly. Any student who fails to attend on 25 June 2024 without good reason will be absent without authorisation. If the absence is prolonged, consideration may be given to a Fixed Penalty Notice against the parents. Unauthorised absences of more than 20 days may lead to deletion of the child's name from the Academy register.

### Application process (normal round)

When applying to start in the entry year, all applications are coordinated by local authorities across England. You apply to your home Local Authority (the council who empty your bins) by the closing date of 31 October.

All offers will be made by your home Local Authority on offer day the following 1 March.

### Applying after the national closing date

If you apply after the national closing date, we cannot guarantee to consider your preferences at the same time as those received on time.

Until 28 November, all applications submitted or changed will be treated as if they were on-time.

After 28 November, any applications submitted or changed will only be considered after allocations have been made for all on-time applications, unless there are exceptional reasons for the late application agreed by us.

All applications submitted after 31 December are considered late and won't be allocated a school place until after national offer day.

## In-year admissions

The Academy will admit any children whose parents or carers apply for a place in Year 8 upwards unless admitting that child would prejudice the effective education or use of resources of existing students in the Academy.

The Academy deals with multiple in-year admissions and may not have sufficient places for every child whose parents or carers apply. Places will be allocated in accordance with the oversubscription criteria detailed in these arrangements.

The Academy operates a waiting list in accordance with the Academy's oversubscription criteria.

Vacancies rarely occur, but where they do, places are not offered based on the length of time children have been on the waiting list. They are filled in coordination with the local authority and in line with the oversubscription criteria stated above. It is possible, that a child may be added to the waiting list who qualifies more highly under the criteria than children already on the list. If a place becomes available, the list will be ranked in line with the oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the Academy in accordance with the Fair Access protocol take precedence over those on a waiting list.

Parents seeking in year admissions should make application directly to the Academy by requesting and completing an In Year admission form. This is available on the Academy website and a hard copy may be requested from the Academy.

Following return of the completed application form to the Academy, we aim to advise you in writing within 10 school days, but no later than 15 school days of the outcome of the application. This will include a decision where the application is referred to the Local Authority for consideration under the Fair Access Protocol.

Where a place is offered, and the place is accepted, we shall plan for your child to start the Academy as soon as possible. If the decision letter informs you that a place cannot be offered to your child at the Academy, you will be advised of your right of appeal to an independent appeal panel.

Details of children refused admission at the Academy will be included on the Academy's waiting list. The Academy maintains the waiting list, in accordance with the Academy oversubscription criteria. Parents will need to complete a new in-year application each academic year they wish for their child's details to remain on the waiting list.

## Fair access protocol

All local authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot reasonably be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the local authority, to admit a proportion of these children.



## Admission of children outside of their normal age group

Parents may request that their child is admitted outside their normal age group, for instance, where the child is gifted or talented or where a child has suffered from learning, social or medical issues impacting his or her schooling.

When such a request is made, the Local Review Board will decide based on the circumstances of the case and in the best interest of the child concerned, considering the view of the Principal and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

Parents should submit an e-mail or letter to the Clerk to the Local Review Board to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Enclosed with this should be any evidence in support of their case; some of the evidence a parent might submit could include:

- Information about the child's academic, social, and emotional development.
- Where relevant, their medical history and the views of a medical professional.
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

It is for parents to decide the evidence they wish to submit in support of their application for admission outside of their normal age group. There is no expectation on parents to provide professional evidence they do not already have.

The Academy LRB will make their decision based on the circumstances of each individual case, and in the best interests of the child concerned. The Clerk to the LRB will inform the parents whether the request for admission out of age group has been agreed or the reason for any refusal.

Where the LRB refuses such a request, there is no right of appeal against a refusal to offer a place in the preferred age group. The right of appeal only applies against a refusal of a place at the Academy.

## Waiting lists

If your child is not offered a place at the Academy for Year 7, you should apply to the Academy for your child to be added to the waiting list. We hold the waiting list until the end of July. You will need to make a fresh application in August for your child's details to remain on the waiting list for the next school year. (See In Year Admissions section for how to apply.)

For in-year applications, the details will remain on the waiting list until the end of the academic year (July). You will need to make a new school transfer application in early July if you wish for your child to be placed onto the waiting list for the next academic year. Where places become available, they will be filled in accordance with the oversubscription criteria.

## Appeal

All parents whose children are refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. This is a legal process and places are not 'reserved' for appeal panels to offer.

For further information about the appeals, please contact [admissions@bbgacademy.com](mailto:admissions@bbgacademy.com) for further information.