



## **Determined Admissions Arrangements for Sharnbrook Academy in September 2018**

### **Introduction**

In 2016, Sharnbrook Academy Federation (SAF) the Admissions Authority for Sharnbrook Upper School, consulted on extending the age range of Sharnbrook Upper School, which then became known as Sharnbrook Academy. The admission arrangements set out in this document are for Sharnbrook Academy, now that the change in age range is completed.

The admission arrangements set out below are intended to apply from September 2018 for Year 7 and Year 12 only. Admission requests for other year groups will be dealt with as casual admissions.

### **Sharnbrook Academy: Admission Arrangements for September 2018**

The Academy has capacity for 1,940 students:

### **Admissions**

The Published Admission Number (PAN) for year 7 is 270

### **Oversubscription Criteria**

If fewer applications than the stated PAN are received at any point of entry, all applicants will be admitted. If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs, or Education Health and Care (EHC) plan where the school is named in the Statement or the plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked After children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. Proof will be required (see notes a)
2. Children with siblings at the Academy.
3. Children attending Harrold Primary Academy.
4. Children attending the named Primary Schools (see notes b)
5. Children of staff who have been employed by Sharnbrook Academy for two or more years at the time at which the application for admission to the school is made (see note e)
6. Any other children

### **Tiebreaker:**

If applying these criteria results in there being more children within any of the above categories than the number of available places, the tie break will be the distance the pupil lives from the Academy, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distances will be measured from the



address point of the pupil's home (note e) to the main school reception. Priority will not be given within each criterion to children who meet other criteria. Where there is one remaining place available but the next measured distance is shared equally by more than one applicant, the place will be allocated by lot supervised by an independent person. Where there is one remaining place available and the next child to be considered for admission is one of a multiple birth group, all multiple birth siblings will be admitted even if this exceeds the PAN.

### **Admissions Process**

Application forms are available from the Local Authority Admissions Office and can be downloaded from the Local Authority website (Bedford Borough residents only). Parents not living in Bedford Borough should contact their own Local Authority for an application form.

The Academy allocates places on an equal preference basis as explained in the Bedford Borough school transfer booklet and is a part of the Local Authority coordinated admissions process.

### **Appeals**

Parents who have not been allocated a place for their child will have the right of appeal to an independent panel. Details of how to exercise this right will be included in the notification letter from the local authority following either the coordinated admissions process or applications for casual admission.

### **Waiting list**

The Academy maintains waiting lists for admission into Year 7 until the end of the autumn term in the year of entry. Parents not offered a place are kept on the relevant waiting list which has been prioritised according to the oversubscription criteria.

### **Casual Admissions**

Requests for admission into other year groups should be made to the Bedford Borough Council who, by agreement, manage these requests for admission on the Academy's behalf.

### **Admission Outside Normal Age Group**

In exceptional circumstances the Governors will consider agreeing to the admission of a child to a year group other than is applicable to their chronological age. This may be appropriate, for example, where premature birth has led to children falling into a year group other than would have been the case had they been carried to full term. Similarly, where decisions to allow out of age group education have been taken by previous schools it will normally be appropriate for children to remain with their established year group. Other circumstances will be considered on their merits and in all cases, decisions will be taken in the best interests of the child.

All such requests should be made directly to the Academy at the time of application including any supporting evidence. If they are made as part of the coordinated admissions process, the application form should also be completed and submitted to the local authority. If the request is



approved the application will be processed in the normal way. Applications outside that process will be considered as casual admissions.

If a request is denied a place may be offered in the age-appropriate year group.

## **Admission into Year 12**

*Students already on roll at Sharnbrook Academy may transfer to year 12 provided they meet the minimum academic entry requirements (see below) which are the same for external applicants. Internal students will be advised on their choice of courses during Year 11. Provisional offers of a place in the sixth form will be subject to confirmation in the light of examination results in relevant subjects.*

*Sharnbrook Academy welcomes applications for entry from external students.*

*The published admission number (PAN) for external students into year 12 is 30.*

*Sharnbrook Academy offers a wide Post 16 curriculum specialising in A level and BTEC courses. The breadth of this offer is matched by the very careful guidance and support given to each student when they are making their subject choices. Student success is built upon the academy maintaining and growing both our positive ethos and high levels of motivation.*

## **Entry requirements**

*All students must meet the minimum entry requirements, which are:*

- *a minimum of five GCSE passes at A\* to C or 9 – 5, **plus** mathematics and English language at level 5 or above*
- *ECDL or an equivalent IT course where studied.*

*Please note that, where a student wishes to take at least one A level course and has Level 2 BTEC qualifications, those level 2 BTEC qualifications can only count for up to a maximum of two of the required GCSE passes at A\* - C/ 9 - 5, or mathematics and English language at level 5 or above.*

*Students wishing to embark on Level 3 BTEC courses **only**, should have:*

- *a minimum of five GCSE passes at A\* to C or 9 – 5, **plus** mathematics and English language at level 5 or above*
- *ECDL or an equivalent IT course where studied*

*Please note that, in this case, Level 2 BTEC qualifications can count for up to a maximum of five of the required GCSE passes at A\* to C / 9-5, or mathematics and English language at level 5 or above.*

*Many courses also have specific grade entry requirements. Students who wish to pursue these qualification aims will need to meet these in addition to the minimum entry requirements. Details of these are shown on the Academy's website and set out in the Sixth Form Prospectus.*

*Logistical factors mean that individual subjects may be limited in the number of students they are able to accommodate. Where one or more of applicants' initial course choices are unavailable, it*



may still be possible to offer a place to study a different combination of subjects. Applicants will be invited to visit the academy to discuss their aspirations and be advised about the availability of courses that will best meet their needs. **N.B. This is not an interview to determine whether a place can be offered, which (subject to achieving minimum entry requirements) will be decided according to the oversubscription criteria below.**

The Academy reserves the right to withdraw under-subscribed courses.

### **Oversubscription Criteria**

If fewer external applications than the stated PAN are received, all qualified applicants will be admitted. **If the sixth form is oversubscribed**, after the admission of pupils with a Statement of Special Educational Needs, or Education Health and Care (EHC) plan where the Academy is named in the Statement or the plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked After children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. Proof will be required (see notes a)
2. Students living in catchment (see notes c and e)
3. Other students

### **Tiebreaker:**

If applying the criteria for the year groups mentioned above results in there being more qualified students within any of the above categories than the number of available places, the tie break will be the distance the applicant lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the student's home to the main school reception on the Sharnbrook site. Priority will not be given within each criterion to children who meet other criteria.

### **Admissions Process**

Applications for places in year 12 should be made via the Sharnbrook Academy. Application forms are available for download from the Academy's website (Hard copies can be obtained directly from the Academy). The forms should be submitted by the date specified on the form but later applications will be considered.

Applicants will be invited to take part in a course choice discussion.

Provisional offers will be made over the course of the spring and summer terms. Applicants should notify the Academy as soon as they receive their results and if the minimum entry requirements have been met, the place will be confirmed.

### **Waiting list**

*The Academy does not maintain a formal waiting list for Year12.*

### **Casual Admissions**

*Any requests for admission will be considered on their merits subject to the availability of places on the desired course(s). Applicants will not normally be admitted unless the Academy is satisfied that the student has a reasonable chance of success taking into account their prior experience and the proportion of the curriculum that will have been missed.*

### **Appeals**

*When an application is unsuccessful for either an internal or an external applicant there is an automatic right of appeal to an Independent Appeal Panel. This appeal can be made either by the student or by the parent or jointly. In the event of both student and parent making an appeal for a place in the Academy's sixth form, the appeals will be heard at the same time and will be treated as a single appeal, as required under the School Admission Appeals Code. Information on appeals will be notified in writing to unsuccessful students and their parents.*

### **Notes**

- a. A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).
- b. Children attending Carlton Primary School, Christopher Reeves Primary School, Eileen Wade Primary School, Kymbrook Primary School, Milton Ernest Primary School, Riseley C of E Primary School, Sharnbrook Primary School, St Lawrence Primary School, Thurleigh Primary School, Turvey Primary School.
- c. For sixth form entry only, catchment includes the parishes of Bletsoe, Bolnhurst& Keysoe, Carlton & Chellington, Colmworth and Wilden, Dean& Shelton, Felmersham, Harrold, Knotting & Souldrop, Little Staughton, Melchbourne & Yelden, Odell, Pavenham, Pertenhall, Podington Turvey, Riseley, Sharnbrook, Staploe, Swineshead, Thurleigh and Wymington. A map showing these areas is included in the Bedford Borough admissions booklet is published on the school's website and it is separately available from the school.
- d. A sibling refers to a brother or sister, half-brother or sister, adopted brother or sister, stepbrother or sister or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the academy at the time of the application and be likely to remain in the school at the proposed date of admission.

- e. A student's home address will be regarded as the address of the parent(s) or guardian(s) with parental responsibility with whom the student usually lives. This will not usually include grandparents, aunts or uncles. Where a student spends time with parents at more than one address, the address used will be the one at which the pupil / student is ordinarily resident and where the pupil / student spends the majority of the school week (Mondays to Fridays) including nights. Proof of residency in a catchment area can be requested. If this occurs, one of the following will be required: a copy of a recent utility bill, a child benefit statement or family tax credit information. If any of these documents cannot be supplied because of a house move, then one of the following must be provided:
- Confirmation that the house purchase is legally binding (a solicitor's letter to confirm completion will be sufficient)
  - Formal tenancy agreement showing that parent will be resident at the proposed address for at least 12 months.
- f. The definition of 'Staff' is any member of staff employed by Sharnbrook Academy, either full or part time who has been employed for two or more years at the time at which the application for admission to the academy is made.
- g. Students who have a Statement of Special Education Needs or Education, Health and Care (EHC) plan are required to be admitted to the school that is named on the statement or plan, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

**Further information**

Kirk Sharp  
Chief Operations Officer