

**This policy is reviewed annually to ensure
it reflects best practice**

**Consultation on Admission Arrangements
for the academic year 2015/2016**

Aldridge School - A Science College, as its own admission authority, has a statutory duty to consult all primary and secondary schools and other local admission authorities before determining their arrangements for the academic year 2015/16. With the exceptions shown below, we will be following the policies, procedures and timetable of Walsall Children's Services:

- Aldridge School - A Science College has its own post 16 admission criteria and admission number
- Aldridge School - A Science College has 25 places allocated for Music Scholars.

I enclose herewith a copy of Aldridge School - A Science College proposed admission arrangements, which were considered by the Governing Body at their meeting on **3 DECEMBER 2013**. The Governing Body will be meeting on **4 March 2014**, to determine their arrangements and therefore if you wish to comment or raise any objections to the criteria please write to The Clerk to the Governing Body, at the school address by **14 February 2014** to have your comments forwarded to the Governing Body.

It should be noted that, where a child meets the admission criteria of two or more schools named on the "Preference Form for Walsall Schools", then Walsall Children's Services will allocate a place at the highest ranked of those schools.

Aldridge School – A Science College
Tynings Lane, Aldridge, Walsall, WS9 0BG
(DfES No 335 5405)

Headteacher: Mr D Mountney

Type: Academy

Chair of Governors: Mr W Hodson

Denominational Affiliation: None

Total No of pupils (Jan 2014): 1479

How to apply for a place:

To apply for a place you must

- Complete the Local Authority Preference form
and
- **Aldridge School - A Science College application form:**

Return of forms

Aldridge School - A Science College application form must arrive at Aldridge School by 3.30 pm on 31 October 2014. If you are returning this form via your child's Primary School please allow sufficient time for it to be forward to Aldridge School - A Science College.

Walsall Residents should submit an online application or a preference form which may be returned to the child's primary school. Where the child attends a primary school outside Walsall the preference form must be returned to Walsall Council.

Parents living outside Walsall must submit an application to their home authority.

An application for a place at the school is separate from an application for a Specialist Music Place. If you apply for a Specialist Music Place and your child is not successful, your child will be considered for a place at the school only if you have expressed a separate preference for the school on the Local Authority Preference Form and the Aldridge School - A Science College application form.

If you require any advice or information before you complete your Preference Form, please contact the Choice Adviser for Walsall on 01922 686477 or email choice-advice@edu.walsall.gov.uk

Admission Criteria

If the number of applications exceeds the Admission Number, places will be allocated in the following order:

1. Children in Public Care (looked after children) and previously looked after children.
2. Pupils who have a sibling attending the school at the time of admission.
3. Relevant exceptional medical or social factors independently verified in writing by a doctor or other relevant professional which show that a place at the school is essential.
4. Where the child is attending one of the following named Community feeder primary schools: Cooper and Jordan CE Primary, Whetstone Field Primary, The Radleys Primary, Leighswood Primary.
5. Priority is given to children of members of staff who have been employed by Aldridge School - A Science College for at least 2 academic years.
6. Distance will be measured in a straight line, from the centre point of the home address to the centre point of the school with priority given to those living closest.

A maximum of 25 places have been reserved as specialist music places. If you want to apply for a music place, please express a separate preference on your form, as Walsall Council - and Aldridge School treat preferences for Music Places and a place at the school as separate applications.

How to appeal if you do not obtain a place:

Write to the Chair of Governors at the school address.

Aldridge School – A Science College – Specialist Music Places
Tynings Lane, Aldridge, Walsall, WS9 0BG
(DfES No 335 5405)

Headteacher: Mr D Mountney

Type: Academy

Chair of Governors: Mr W Hodson

Denominational Affiliation: None

How to apply for a place:

To apply for a place you must complete **3** forms:

1. Aldridge School - A Science College Application form
2. Walsall Residents (where a child/children attends a Walsall Primary School) they should complete an online application or a preference form which may be returned to the child's primary school. Where the child attends a primary school outside Walsall the preference form must be returned to Walsall Council.

Parents living outside Walsall must submit an application to their home authority.

3. The Aldridge School - Science College registration form (Music) available from the school. To be returned to Aldridge Science College by the stated deadline.

An application for a music place at the school is separate from an application for an ordinary place. If you apply for a Specialist Music Place and your child is not successful, your child will be considered for a place at the school only if you have expressed a separate preference for the school in your LA application.

To be considered the application does require all **3** forms to be completed.

If you require any advice or information before you complete your Preference Form, please contact the Choice Adviser for Walsall on 01922 652585 or email choice-advice@edu.walsall.gov.uk

Parents who consider that their child has a disability under the terms of the Disability Discrimination Act (1995) should contact the Headteacher as soon as possible to discuss any special arrangements to allow their child to undertake the audition process.

Admission criteria

Applicants who wish to be considered for a Music place must attend a Saturday audition. Candidates will be informed of the date and time of their audition once the application form is returned.

The Audition:

1. Audition: a) Performance of two contrasting pieces with accompaniment where applicable
b) A short sight-reading test
c) Aural test – pitch, rhythm, melody and musicianship

2. Written theory paper (a copy of the past theory paper is available on request)

Marks will be allocated as follows:

Audition (performance)	60 marks (2x30)
Sight reading	10 marks
Aural	20 marks (4x5)
Written	10 marks
	<u>100 marks</u>

Allocation of places: A rank order will be formulated and places offered in accordance with the rank order to ensure that each category of instrument is represented in the intake. Where there are a number of candidates with the same mark then the performance mark will be used to distinguish between candidates.

How to appeal if you do not obtain a place: Write to the Chair of Governors at the school address.

Notes and definitions

Explanatory notes for over-subscription criteria:

The definition of children in public care (looked after children) and previously looked after children is:

Children who are in the care of a local authority or provided with accommodation by a local authority and previously looked after children who were looked after, but ceased to be so because they were adopted or became subject to a residence or special guardianship order. These children are given priority over other children when applications are considered.

The definition of a sibling is:

A sibling is a child who resides at the same address as the child for whom a place is being requested, and is one of the following:

- a brother or sister sharing the same parents
- half brother or sister sharing one common parent
- step brother or sister (i.e related by parent's marriage)
- any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residency order).

Social or medical factors:

Applications made on social or medical grounds should be accompanied by supporting documentation from a professional in the relevant field. These applications will be subject to verification by the Governors of the school.

The social grounds criterion is only likely to apply to children in need as defined by The Children Act 1989.

Definition of home address:

The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

- Owned by the child's parent, parents or guardian;
- Leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months duration.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. In certain circumstances the child's current school will be asked to verify the address given.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the application.

The offer of a place is based upon the address of the child when the offer is made. If a child is offered a place at the school the place may be withdrawn if it is found that the child moved (before the place was offered) to a new address which was further away from the school and would not have qualified for a place on the distance criterion.

Minimum Entry Requirements for Year 12:

5 GCSE grades A*-C in five different subjects including Maths and English Language. Each subject also has its own entry criteria over and above the required minimum entry grades. Applications are accepted from external students for admission to the sixth form.

Application Procedures and Timetables:

For Year 6 to Year 7 transfer arrangements are managed on behalf of the school by Walsall Council which operates co-ordinated procedures and timescales to comply with national regulations and requirements.

Late applications Policy - (Year 6 to Year 7 transfer):

A late application is an application form received after the published closing date. Late applications will normally be considered for places after applications that were received by the closing date. Late applicants may be less likely to be offered a place at the school.

When places are offered, applications received by the closing date and valid late applications (see below) will be considered first.

Late applications received before the notification date (before places are offered):

Applications received by the closing date and valid late applications (see below) will take priority when places are offered.

Valid late applications can only be considered if the application form is received within four weeks of the closing date.

Explanation of valid late applications:

There are limited circumstances when a late application may be categorised as a valid late application and considered together with those applications that were received by the closing date.

Subject to verification by the Director of Children's Services Walsall Council, a late application may be considered as a valid late application where:

- The family were unable to complete an application form before the closing date because they moved into the Borough of Walsall after the issue of application forms.

OR

- The family were unable to comply with the admissions timetable because of exceptional circumstances which prevented the application arriving on time – the circumstances must be given in writing and attached to the application form.

Applications received after the Notification Date (after places are offered):

Where the school is over-subscribed an application for a place which is received after places have been offered will be added to the school's waiting list in admission criteria order. The waiting list policy is explained below.

Waiting List Policy (Year 6 to Year 7 transfer):

Waiting lists for all Walsall Schools will be maintained by the Local Authority until the last day of Summer Term 2015. Parents may enquire about their child's position on any waiting list by telephoning the School Admissions Team after 2 April 2015. From September 2015 the waiting list will be kept by Aldridge School – A Science College. Waiting lists will be held for one term only.

Waiting lists are kept of all children who have been refused a place at any school which was ranked higher than the school at which they have been offered a place, for example

- If a child is offered a place at the school that was ranked 2nd on the Walsall Preference Form then the child's name will only be placed on the waiting list for the school that was ranked 1st.
- If a child is offered a place at their first choice school the child's name will not be added to any waiting list kept for their other ranked schools.

Mid Year Admissions

Parents wishing to move their child/ren to Aldridge School other than at normal transfer age should make their application to Admissions, Aldridge School - A Science College, Tynings Lane, Aldridge, WS9 0BG.

The admissions officer will issue a Midyear Admission Preference Form to be used by Parents to apply for an admission place.

All Midyear Admission Preference Forms must be returned directly to Aldridge School - A Science College

If a place is refused parents will be informed of their right of appeal.

A waiting list is kept by Aldridge School - A Science College for any oversubscribed year group. Applicants will remain on the waiting list for one term. On the last day of each school term the names of all children will be removed from the waiting list. If a parent wants their child's name to be added to a new waiting list they must contact The Admissions officer at Aldridge School at the beginning of the new school term.

Parents may enquire about their child's position on the waiting list by contacting the Admissions Officer, Aldridge School - A Science College .