

## Admission Arrangements 2019

As an 11-18 Academy, Altrincham College is overall responsible for its own admissions, working within the School Admissions Policy.

This policy is split into the following sections:

- A. Priority catchment area and oversubscription criteria for years 7-11
- B. Admission to Year 7 September 2019
- C. In-Year Admissions between September 2019 – August 2020
- D. Admission to Sixth Form September 2019
- E. Independent Appeals Panel
- F. Governing Body Terms of Reference in relation to Admissions

### SECTION A: Priority catchment area and oversubscription criteria for admission in years 7-11

The priority catchment area for Altrincham College is all postcode areas within WA14, WA15 and M33, plus Trafford Authority residents within the M23 postcode.

Where the number of applicants for admission exceeds the number of places available, the following criteria will be applied, in the order set down, to determine how the places are awarded:

1. 'Looked after' children, both currently and previously, (as defined in the Children Act 1989 Section 22).
2. Siblings: children who have brothers and sisters enrolled at this school at the time of admission and live within the priority catchment area.  
  
Siblings are defined as half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit.
3. All other applicants living within the priority catchment area.
4. Siblings: All other children who have brothers and sisters enrolled at this school at the time of admission who live outside the priority catchment area.
5. All other applicants outside the priority catchment area.

For each of the criteria listed above, if the demand for places exceeds the admission number, the rank order will be determined by the proximity of the child's home to the school.

The child's home address means the address where the child normally and permanently lives on a full time basis, not a temporary address or the address of a carer or relative.

In the case of parents who are separated or divorced and where child care arrangements are shared between two addresses, if one of the addresses is outside the catchment area, the applicant will be regarded as living outside of the catchment area. The average of the distances of the two addresses from Altrincham College will be used to determine priority and rank order within the allocated category.

Distance will be calculated in a straight line from the applicant's home to the School using property coordinates provided through Trafford's Local Land and Property Gazetteer (LLPG) which complies with BS7666, coordinates provided from other home authority LLPG systems and Royal Mail Postal Address Information.

Altrincham College reserves the right to withdraw a place at a later date if it is discovered that false or incorrect information has been used in order to secure a place.

## **SECTION B: Admission to Year 7 September 2019**

The net capacity of the school for purposes of admission to Year 7 in September 2019 will be 175.

Pupils will be admitted to year 7 without reference to ability or aptitude.

Parents seeking a place for their child in Year 7 in September 2019 should include Altrincham College in ranked order of preference on their Local Authority's common application form.

Applications for a place in Year 7 September 2019 will be ranked in strict accordance with the oversubscription criteria listed in section A.

Applicants will be notified of the outcome of their application by their Local Authority, on behalf of the Governing Body, on 1<sup>st</sup> March 2019.

Unsuccessful applicants may ask the Local Authority to place them on a waiting list and be considered for any places that may arise in the future. These places will be awarded in accordance with the oversubscription criteria listed in section A. Parents wishing to exercise this right should state their intention in writing within 14 days of receipt of the notification letter.

If a successful applicant moves home between the date of allocation and the beginning of term in September 2018, the offer of the place will be reviewed. As a result of this review, the offer may be withdrawn if as a result of the successful applicants house move, another applicant who was originally unsuccessful, is then promoted to a higher priority on the School's admissions criteria.

For all tenancy agreements a minimum of 24 months tenancy agreement is required with legally supporting documentation and also documentation pertaining to the disposal of the previous home.

Any applicant who moves address must provide evidence and legal documentation to the effect they have purchased and exchanged contracts on a property and documentation relating to proof of disposal of the previous home.

## **SECTION C: In-Year Admissions between September 2019 and August 2020**

This section applies to applicants applying for a place outside the normal round of admissions i.e. for a child who is already secondary school age. Applications for an in-year admission should be made direct to the school. The 'In-year Admissions Application Form' can be downloaded from the school website or obtained by contacting the school.

Pupils will be admitted to the main school (Years 7-11) without reference to ability or aptitude.

Places will be allocated taking account of the admission number for each individual school year and according to the criteria detailed in section A. In the event of oversubscription a waiting list will also be compiled according to this criteria.

The year group a pupil can be admitted is usually dependent on their date of birth. Pupils are not normally admitted into a year group that does not correspond with their date of birth.

During the academic year September 2019-August 2020 pupils with the following dates of birth should be admitted into the year group noted below:

| Date of Birth between              | Year Group |
|------------------------------------|------------|
| 01 September 2007 – 31 August 2008 | Year 7     |
| 01 September 2006 – 31 August 2007 | Year 8     |
| 01 September 2005 – 31 August 2006 | Year 9     |
| 01 September 2004 – 31 August 2005 | Year 10    |
| 01 September 2003 – 31 August 2004 | Year 11    |

Any applications for an in-year transfer to a year group that does not correspond with the date of births as noted in the table above, will be considered in special circumstances and on an individual case by case basis.

Unsuccessful applicants may request to be placed on a waiting list and thus be considered for any places that may arise in the future. These places will be awarded in accordance with the oversubscription criteria listed in section A, irrespective of how long someone may have been on a waiting list. A separate waiting list for each year group is held. All waiting lists will be maintained to the end of the first term of the school year.

#### **SECTION D: Admission to Sixth Form September 2019**

The maximum number of students admitted into Year 12 will be 100. This number includes the Year 11 students progressing into the Sixth Form from Altrincham College (Category 1 students) as well as 20 places available for external entrants (Category 2 students)

##### Sixth Form Entry Requirements

Students qualifying for entry into Year 12 to study Level 3 courses must:

##### **A-Levels:**

- Achieve a minimum of 5 GCSEs at **Grade 5** or equivalent
- Achieve a minimum **Grade 5** at GCSE in English Language and Mathematics
- Achieve a minimum **Grade 6** or equivalent in those subjects to be studied at A-Level (or in a related subject where the chosen subject is not offered at GCSE)
- Students wishing to study A Level Biology, Chemistry or Physics should have achieved a GCSE **Grade 6 or above** in these subjects.
- Students wishing to study A Level Mathematics should have achieved a GCSE **Grade 7 or above**.

##### **BTEC/Vocational Courses:**

- Achieve a minimum of 5 GCSEs at **Grade 4 or above**, including English Language and Mathematics, if choosing an Extended Diploma (equivalent to 3 A-Levels)
- Achieve a **Grade 6 or above** at GCSE in any subject being studied at A-Level in combination with any BTEC course

Students must also be:

- No younger than 15 on the 31<sup>st</sup> August prior to the year of entry
- No older than 17 on the 31<sup>st</sup> August prior to the year of entry

The application deadline is December 2018 (End of Term)

### Sixth Form Over-Subscription Criteria:

Where eligible applications for external places exceed the number of places available, places will be allocated according to the following priority order:

- 1) 'Looked After' children (as defined in the Education Act 2002) who fulfil the entry requirements
- 2) All other external year 11 students who fulfil the entry requirements.

For each of the criteria listed above, if the demand for places exceeds the admissions number, the rank order will be determined by a selection process which will give priority to students with the highest GCSE or equivalent grades in the subjects selected for study.

If any applicant has the same grade profile as another applicant, the determination factor will be the proximity of the student's home to the school, measured by a straight line (as defined in Altrincham College Admissions Policy Section A).

### Sixth Form Waiting List

The school will operate a waiting list for Year 12 admissions, following completion of the allocation appeals process. Applicants for 'in- year' admission to Year 12 may join the waiting list if a place is not available, providing they meet the qualifying criteria.

### Sixth Form Admissions Process for students in Year 11 during 2018-19:

- 1) October 2018 – Prospectus available online
- 2) October 2018 – Post-16 Information Evening
- 3) December 2018 – Deadline for applications

An acknowledgement of the application and conditional offer if appropriate will be received within 10 working days of its submission.

Having registered, student places will be allocated subject to their GCSE results meeting the entry requirements.

In the case of insufficient demand from students, the school may decide not to deliver a particular course. If this should happen, students will be informed and given the opportunity to choose an alternative.

All students will receive final confirmation of their place at Altrincham College Sixth Form following the GCSE results in August.

## **SECTION E: Independent Appeals Panel**

Applicants who have been unsuccessful in securing a place in the relevant year group will have the right of appeal to an independent appeals panel (Education Act 1993). Parents wishing to exercise this right should indicate their intention, direct with the school, in writing within 28 days of receipt of the notification.

The appeals panel will consist of at least 3 independent members, of which 1 will have experience in education.

A Presenting Officer will represent the school and present the reasons for the school's decision not to admit the applicant.

An independent clerk will attend and record all meetings and provide legal advice when and if required. The clerk will notify all parties of the panel's decision.

### Order of Hearing

1. Case for the school made by the Presenting Officer. Written details will have been provided in advance.
2. Questioning of this case by the parents (for information and/or clarification). Questioning of the case by the independent members of the Panel
3. Case for the parents
4. Questioning by the school (for information and/or clarification). Questioning of the case by the independent members of the Panel
5. Summing up by the school
6. Summing up by the parents

### **SECTION F: Governing Body Terms of Reference in relation to Admissions**

1. To consult with governing bodies of local schools, relevant parents and other interested groups, if there is a change in admission arrangements that will apply for admission applications the following school year and, at least once every seven years even if there are no changes.
2. To approve the admission number (PAN) for each relevant year group, taking regard of net formula capacity.
3. To review admission arrangements and determine the arrangements for the school in the following year.
4. To review discussions and outcomes from local admissions forums.
5. To review admissions appeals on consideration of a report to the full governing body.