



Tudor Grange Academy Worcester

**ADMISSIONS POLICY 2020**  
**(for admissions to the school in September 2021)**

*A variation to the determined arrangements was sought in July 2021 in response to a change to the Schools Admissions Code. The new code, [Schools Admissions Code \(2021\)](#) is in force from 1<sup>st</sup> September 2021. The variation is marked in yellow on this policy.*

**Entry to Year 7**

The Academy operates a fair banding system to allocate places. Children who have a statement of special educational needs or an EHCP that names Tudor Grange Academy (the Academy) will be admitted to the Academy irrespective of whether they sit the Fair Banding Test (the Test). Looked after children will have priority for admission to the Academy irrespective of whether they sit the Test. In both cases the Academy welcomes and encourages applicants to participate in the Test to enable the Academy to identify its bands effectively (see Additional Notes below);

The Test that will be used is the GL Assessment Cognitive Abilities Test Level C. Children will be placed in one of 9 bands according to their Test score. Each band will have a number of places allocated to it, reflecting the national ability profile. Where a band is oversubscribed, places will be allocated in the following priority order:

- 1 All looked after children in the care of a local authority (e.g. foster care) or previously looked after children adopted immediately after being in care, or subject to a residence order or subject to a special guardianship order, or children whose exceptional social or medical reasons (see note 2) can only be met by Tudor Grange Academy Worcester. **This includes children who appear (to the admission authority) to have been in state care outside of England and have ceased to be in care as a result of being adopted, as well as children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after in England.**
- 2 Children who have an elder sibling (defined below) who is at the Academy. To qualify under this criterion the sibling must be at the Academy at the time of application and likely to still be attending the Academy at the time of admission;
- 3 Children in the Academy's catchment area with priority to those living closest to the Academy as measured under the Distance Criterion (defined below)

- 4 Priority to those children living closest to the Academy as measured under the Distance Criterion (defined below)

In the event that 1 and/or 2 result in oversubscription, places will be offered in accordance with the Distance Criterion (see Additional Notes).

Distance Criterion is defined as the distance from the front door of the child's usual residence to the centre of the nearest school entrance gate of the Academy, measured in a straight line. The Academy will use the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. Where applicants are equidistant any place will be allocated by random selection (lottery). Someone totally independent of the Academy will supervise this process.

The Academy's **catchment area** is defined on a map which is available on the Academy's website ([www.worcs.tgacademy.org.uk](http://www.worcs.tgacademy.org.uk)) or from the Academy reception on request.

**Sibling** refers to brother or sister, half brother or half sister, step brother or step sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

In the case of twins/multiple births from the same household if only one twin qualifies for admission, the school will allocate places to both children conditional on both twins attending the school.

Applications from children who do not sit the Academy's Test, other than those who have a statement of special educational need that names the school and looked after children, will not be considered for places until after applications from children who have sat the banding test. It is therefore unlikely that applications in the initial admissions round from children who do not sit the Test will be successful, although children being considered for vacancies that subsequently occur will not be required to sit the Test.

#### **Additional Notes:**

- a) The admission number for Year 7 for the Academy is **210**.
- b) Applications forms and guidance notes for the Tests are available for download from our website or to collect from main reception and are also available from the Local Authority. All applicants must complete the common application form for the Local Authority where they live. The closing date for application forms is 31 October 2020 in line with Local Authority co-ordinated admission scheme deadlines. A fair banding form for the Academy also needs to be completed alongside the common application form so that we can then make arrangements for sitting the test. The form is available from the Academy's website or school Reception. This form must be completed and returned to the Academy by 31 October 2020. Arrangements for the tests will be notified by letter and, where necessary, by telephone.

- c) The Tests will be held in the Academy after 31 October 2020. Guidance notes will be available from our website, [www.worcs.tgacademy.org.uk](http://www.worcs.tgacademy.org.uk) The Academy will consult with the feeder primary schools within its catchment area over the weekday Test sittings. Children living outside the catchment area will need to consult the website and contact the Academy directly, we will then make arrangements for anyone who wishes to sit the test to do so.
- d) Priority for admission in to Year 7 is given to those students sitting the Test and assigned a band. Applications from children who do not sit the Test will not be considered until after applications from children who have sat the banding test. In practice this means there is little chance of gaining a place if a pupil does not sit the Test. Special arrangements are made for looked after children and those with a Statement of Special Educational Needs or an EHCP (see below).
- e) The Test is a multiple choice style test based on non-verbal reasoning. The test takes about an hour which includes 30 minutes of testing, plus explanations. The Test is a not a pass or fail test. Scores are used to place students in bands and are not used beyond the banding process or for setting upon entry to the Academy.
- f) Looked After Children and those with a Statement of Special Educational Needs or an EHCP do not need to sit the Test to be allocated a place at Tudor Grange Academy (although if they wish to sit it, they may and it is encouraged without obligation). However, it is important that the Academy knows the position of that child within the bands and we work closely with parents to enable the child to sit the Test for this purpose. If the Academy has students who are allocated a place and who do not wish to take the test then it will endeavour to place the child in a band according to the information available from the primary school. If this is not possible, it will reduce the total number of places available by the number of children who cannot be placed within a band.
- g) If a child is not able to attend on the dates of the tests, the Academy will arrange a further opportunity for the test to be taken.
- h) If after applying the oversubscription criteria two or more children in the same band have the same home to Academy distance, the final places will be allocated by a process of random allocation such process which will be supervised by someone entirely independent of the Academy.
- i) Where places remain available in a band after all criteria have been applied, they will be filled evenly by children falling into the band above and below starting with the higher band first. Gaps in Band 1 will be filled from Band 2; those in Band 9 will be filled from Band 8.
- j) Late applications will be accepted only in the following circumstances: a) where a family have just moved address or b) where individual circumstances apply and the delay was reasonable given the circumstances of the case, in such cases documentary evidence will be required. The date until which late applications, in circumstances a) or b) will be treated as 'on time' are specified in the Information for Parents Book provided by the County and available on the Country Council website. In all other circumstances, late applications will receive a lower priority, and will only be considered after the

- applications received (or deemed to be) on time.
- k) A waiting list will be held until the end of December in the Autumn Term. Banding will cease to operate for the waiting list at this point and no new applicants will be asked to sit the Test. The waiting list will be prioritised by:
- 1) Looked after children
  - 2) Children who have an elder sibling who is at the Academy. To qualify under this criterion the sibling must be at the Academy at the time of application and likely to still be attending the Academy at the time of admission
  - 3) Children in the Academy's catchment area with priority to those living closest to the Academy as measured under the Distance Criterion
  - 4) Other applicants, with priority to those living closest to the Academy as measured under the Distance Criterion
- l) Parents wishing to appeal for a place at the Academy after the allocation process should write to Chair of Governors, Tudor Grange Academy Worcester, Bilford Road, Worcester WR3 8HN. Appeals should be received by 30 March 2021 to ensure that the appeal can be heard in June, details can be found on the Academy website and in the Academy prospectus; appeals should be put in writing to the Clerk to the Governors (address can be found on the website [www.worcs.tgacademy.org.uk](http://www.worcs.tgacademy.org.uk) .

**Fair Access Protocols:**

The Academy has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the Academy, they will take precedent over any child on the waiting list.

**In-Year Admissions:**

Following full public consultation the Cabinet of the County Council approved, for Worcestershire Residents, a Scheme for In-Year Admissions to be co-ordinated on behalf of all schools by School Admissions, on behalf of the Local Authority.

Details are available via this link:

[https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated\\_schemes\\_for\\_all\\_worcestershire\\_schools](https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated_schemes_for_all_worcestershire_schools)

**Admission of Children outside of the normal age group**

Parents can request that their child be admitted outside of the normal age group, effectively in the year group below or above their chronological age group. The admissions authority of the school must make the decision based on the circumstances of each case. In the case of a Community of Voluntary Controlled School the Local Authority will request the head teacher of the school to reach the final decision. This will involve the head completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of the chronological age group.

## **Entry to Sixth Form**

The application process for the sixth form begins in October of the Academy year prior to sixth form entrance. From this point on the sixth form prospectus and application form for the following year of entrance will be available on the Academy website.

The Academy holds a sixth form open evening in the autumn and spring terms each year and this is an opportunity to talk to the Academy leadership team, sixth form leadership team and subject teachers.

Application deadlines will be published on the Academy web site. Following submission of an application form, applicants will be invited to an advisory discussion with the Director of Sixth Form. In April applicants will receive notification as to whether their application has been successful and subject choices will be confirmed.

Places in the sixth form will be confirmed following the GCSE results day in August each year.

## **Capacity**

The number of places available at the Academy Sixth Form is 200. The number of external applicants who will be offered a place will be no less than 3.

## **Oversubscription Criteria**

In the event of the sixth form being oversubscribed for external applicants, we will give priority to applicants as follows:

- 1) Relevant \*'Looked after' and previously \*'Looked after' children.
- 2) Other applicants according to their geographical distance from the Academy, with priority to those living closest to the Academy. Distance is defined as the distance from the front door of the child's usual residence to the centre of the nearest school entrance gate of the Academy, measured in a straight line. The Academy will use the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address in Arcview GIS. Where applicants are equidistant the Academy will use a process of random allocation supervised by someone independent of the Academy.

## **Entry Criteria**

Students wishing to follow 3 "A" Levels must achieve at least 8 GCSE's at grade 9-4. English and Maths at grade 5 or above. Students wishing to follow 4 A levels must achieve 8 GCSE's at grade 8 or 9.

Certain subjects will require a particular grade within that subject area. Please refer to each subject's entry requirements.

Students wishing to follow a BTEC course must achieve 5 GCSE's at grade 9-4 including English and Maths at Grade 5 or above. All students will be encouraged to re-sit Mathematics and English to secure at least "C" grades.

## **Appeals**

Applicants who are refused admission to our sixth form are entitled to appeal to an independent appeals panel. Applicants should contact the Academy office for an appeals form and forms should be returned to the Chair of Governors, Tudor Grange Academy Worcester, Bilford Road, Worcester WR3 8HN.