

**THE ADMISSION OF PUPILS TO THE BIRKENHEAD HIGH
SCHOOL ACADEMY**

**Birkenhead High School Academy
86 Devonshire Place
Prenton
Merseyside
CH43 1TY**

Principal: Mrs C Evans

Admission Number:

**Reception 40
Year 7 60**

1. Birkenhead High School Academy ("the Academy"), agreed in principle by the Government, is on target to open in September 2009. It is anticipated that the funding for the Academy, which will admit pupils of all abilities and will not charge fees, will be finalised in December 2008.
2. Birkenhead High School Academy will be a non-denominational all-through school for girls aged 3 to 19 years old and will specialise in the teaching of music and mathematics. The Academy will admit an all-ability intake and 10% of girls at Year 7 will be selected on their aptitude for music. It will serve the local and wider community, and welcome applications from parents both within and outside the Wirral area. The Academy will build on high aspirations, inclusion and excellence which are the hallmarks of the current school.
3. The Academy is sponsored by The Girls' Day School Trust (GDST), and funded in partnership with government.
4. This document sets out the admission arrangements for the Academy in accordance with Annex B to the Funding Agreement between the GDST Academy Trust and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.
5. This annex may be amended in writing at any time by agreement between the Secretary of State and the GDST Academy Trust.
6. The GDST Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families ("the Codes") as they apply at any given time to Foundation and Voluntary Aided schools and with equalities law and the law on admissions as they apply to Foundation and Voluntary Aided schools. For this purpose, reference in the Codes or law to "admission authorities" shall be deemed to be references to the governing body of the GDST Academy Trust.

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7. The GDST Academy Trust will take part in the Wirral's Admissions Forum and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the local authority and the local in-year fair access protocol.
8. Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy.
9. While Birkenhead High School Academy is its own Admissions Authority, it will follow the Wirral Children's Services co-ordinated admission arrangements for Reception and Year 7. Admissions arrangements for Nursery and Sixth Form are managed directly by the Academy.

ADMISSION ARRANGEMENTS APPROVED BY THE SECRETARY OF STATE

Admission number

10. The Academy will open on 1 September 2009 with Published Admission Numbers relating to pupils in Nursery, Reception, Year 7 and Year 12, as set out in this policy. Pupils in other year groups will transfer automatically from the predecessor school, Birkenhead High School ("BHS"), which will close on 31 August 2009.
11. The agreed admission numbers for the Academy for the academic year 2009-2010, and for subsequent years (subject to any change approved by the Secretary of State), are as follows:

Nursery	18 full-time equivalent
Reception	40
Year 7	60
Year 12	100 minus those pupils eligible to transfer from the Academy's own year 11
12. Birkenhead High School Academy may set higher admission numbers as its Published Admission Numbers for any specific year. Before setting an admission number higher than its agreed admission numbers, the Academy will consult with primary and secondary schools in the Wirral. Girls will not be admitted above the Published Admission Number except for good reason. Any such admission shall be reported to the Secretary of State.

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Arrangements for admission to the Nursery

Process of application

13. Applications for Nursery places at Birkenhead High School Academy are not part of the Wirral Children's Services co-ordinated admissions arrangements and should be made direct to the Academy on the Academy's nursery application form. Applicants should reach the age of 3 during the year **1 September 2008 to 31 August 2009**.
14. The application form should be completed and returned to the Academy by **12 December 2008**.

Consideration of applications for entry into Nursery

15. The agreed admissions number is 18 full time equivalent (FTE) places. Girls will be offered up to five part-time sessions per week. The sessions last 2½ hours and typically will be either all morning or all afternoon sessions.

Oversubscription procedure

16. Where Birkenhead High School Academy is oversubscribed in Nursery the Academy will allocate places using the following criteria which are listed in priority order:
 - a) Girls who are in public care (Looked After Children) on the date at which the relevant applications for admission are made, and who a local authority has confirmed will continue to be looked after by it (in accordance with section 22 of the Children Act 1989) at the time they are admitted to the Academy;
 - b) Girls who, on the date of admission, will have an older sister, including step, half, adopted or fostered sister enrolled at the Academy (or who were enrolled in Nursery and upwards at the predecessor school, BHS, and will continue to be so enrolled in July 2009).
17. Where in category b) there are more applicants than there are places available, places will be allocated on a random basis. Any remaining places will be allocated on a random basis to girls applying from across the Wirral and beyond.

Arrangements for admission to Reception

Process of application

18. Applications for places at Birkenhead High School Academy in Reception will be made in accordance with Wirral Children's Services co-ordinated admission arrangements and will be made on the Parental Preference Form, provided and administered by Wirral Children's Services.

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Consideration of applications for entry into Reception

19. The agreed admissions number for Reception is 40.
20. Applications for places for Reception can be made for girls who turn **5** between **1 September 2009** and **31 August 2010**. Parents of girls in the Nursery must apply for a place in Reception using the Parental Preference Form. Applications should be sent to Wirral Local authority by the closing date set out in the Wirral composite Admissions Prospectus.
21. All girls will be offered places in Reception to start in September. However parents and guardians of girls reaching compulsory school age between March and August can defer admission until the following January, if preferred. Nonetheless, applications must be made on the Parental Preference Form on the dates set out above.
22. Where fewer applications than places are received, the Academy will offer places to all those who have applied. If the Academy is oversubscribed it will allocate places in accordance with the procedure set out in paragraphs 23 to 24 below. Girls with statements of special educational needs will be admitted where the Academy is named in the statement.

Oversubscription procedure

23. Where Birkenhead High School Academy is oversubscribed in Reception the Academy will allocate places using the following criteria which are listed in priority order:
 - a) Girls who are in public care (Looked After Children) on the date at which the relevant applications for admission are made, and who a local authority has confirmed will continue to be looked after by it (in accordance with section 22 of the Children Act 1989) at the time they are admitted to the Academy;
 - b) Girls at the Academy's Nursery or the Nursery of the predecessor school, BHS;
 - c) Girls who, on the date of admission, will have an older sister, including step, half, adopted or fostered sister enrolled at the Academy (or who were enrolled in Reception and upwards at the predecessor school, BHS, and will continue to be so enrolled in July 2009).
24. Where in categories b) and c) there are more applicants than there are places available, places will be allocated on a random basis. Any remaining places will be allocated on a random basis to girls applying from across the Wirral and beyond.
25. In the event of oversubscription in Reception, the above procedure will be open to scrutiny by an appropriately qualified external consultant appointed by the GDST Academy Trust board.

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Arrangements for admission to Year 7

Process of application

26. While Birkenhead High School Academy is its own Admissions Authority, applications for places at the Academy for Year 7 will be made in accordance with Wirral Children's Services co-ordinated admission arrangements and will be made on the Parental Preference Form, provided by the relevant local authority.
27. In addition, parents or guardians must complete the Supplementary Information Form, provided by the Academy. The Supplementary Information Form is to be completed and returned to the Academy before 4.00pm on **24 October 2008** (to coincide with the date for returning the completed Wirral Children's Services Parental Preference Form), for applications for the academic year 2009-2010.

Consideration of applications for entry into Year 7

28. Birkenhead High School Academy has an agreed admission number of 60 pupils in Year 7. The Academy will accordingly admit 60 pupils in the relevant age group each year if sufficient applications are received. Pupils transferring from Year 6 at the predecessor school, BHS, or already on the roll at the Academy in Year 6 will be able to automatically progress to Year 7. The total year group for Year 7 will be 100. If fewer pupils transfer from Year 6, the Academy will admit over the admission number up to the overall size of the Year 7 group.
29. The Academy will consider all applications for places. Where fewer applications than places are received, the Academy will offer places to all those who have applied. If the Academy is oversubscribed it will allocate places in accordance with the procedure set out below.

Oversubscription procedure

30. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the Academy is named in the statement, the criteria will be applied in the order in which they are set out in paragraphs 31 to 35 below.
31. In accordance with its first specialism, Birkenhead High School Academy will select 10% of the places available based on their aptitude for learning music ("the Music criterion"). An appropriate assessment for aptitude for learning music will be carried out by the school and applicants seeking entry under the Music criterion will also sit the non-verbal reasoning assessment set out in paragraph 32 below. The six places will be filled by those applicants who are assessed to have the greatest aptitude for music. Should there be a tie for last place(s) available, places will be allocated on a random basis. All applicants who seek a place under the Music criterion but to whom an offer is not made

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will be considered in accordance with the Banding procedure set out below. Where the Academy is oversubscribed the successful Music criterion applicants will not be allocated a place until after all those girls in public care (Looked After Children) have been allocated a place within their relevant band.

32. All remaining places, after places have been allocated in accordance with paragraph 31, will be allocated on the basis of Norm Referenced Banding in line with the Admissions Code. All applicants will take a non-verbal reasoning assessment, administered by the Academy and marked by an independent assessor, GL Assessment. The non-verbal reasoning assessment will not be used in determining offers under the Music criterion.
33. The Academy will admit the required number from each of the five ability bands based on the following percentage guidelines:

Band 1	20%
Band 2	20%
Band 3	20%
Band 4	20%
Band 5	20%

It is possible that the number of places to be determined by Banding will not be a multiple of five, in which case the following will apply.

If the number of places to be determined by banding leaves:

- a remainder of 1 when divided by 5, the place will be allocated to Band 3;
- a remainder of 2 when divided by 5, the places will be allocated to Bands 2 and 4;
- a remainder of 3 when divided by 5, the places will be allocated to Band 2, 3 and 4; and
- a remainder of 4 when divided by 5, the places will be allocated to Band 1, 2, 4 and 5.

34. If there are more applicants for each band than places available, within each band places will be allocated in the following order:
 - a) Girls who are in public care (Looked After Children) on the date at which the relevant applications for admission are made, and who a local authority has confirmed will continue to be looked after by it (in accordance with section 22 of the Children Act 1989) at the time they are admitted to the Academy;
 - b) Girls who, on the date of admission, will have an older sister, including step, half, adopted or fostered sister enrolled at the Academy (or who were enrolled in Year 7 and upwards at the predecessor school, BHS, and will continue to be so enrolled in July 2009);
 - c) Where in category b) there are more applicants than there are places available, places will be allocated on a random basis. Any remaining places

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will be allocated on a random basis to girls applying from across the Wirral and beyond.

35. Girls who have not taken the Banding test (apart from Looked After Children who must always be given priority) will be considered **after** children who have sat the Banding test. They will be prioritised on the basis of criteria b) to c) above (in order). All applicants will be offered fair access to the test and reminded of the date, time and location of the test.
36. In the event of oversubscription in Year 7, the above procedure will be open to scrutiny by an appropriately qualified external consultant appointed by the GDST Academy Trust board.

Arrangements for admission to post-16 provision

Process of application

37. Applications by external applicants for Sixth Form places at Birkenhead High School Academy should be made direct to the Academy on the Academy's application form not later than **27 February 2009**. Girls in the Academy's Year 11, or currently enrolled in Year 11 at the predecessor school, BHS, will automatically progress to the Academy's Sixth Form provided they meet the minimum entry requirements set out in paragraphs 39 to 42 below. All internal applicants must return an internal transfer form by **12 December 2008** as set out in paragraph 43 below.

Consideration of applications for entry into Sixth Form

38. The Academy has an agreed admission number of 100 pupils to Year 12, minus those eligible pupils progressing from the Academy's own Year 11. The Academy will accordingly provide for the admission or progression of 100 pupils to the Sixth Form if sufficient requests for progression or applications for entry are received. If the admission number 100 is met through internal transfers, no external applicants will be admitted.

Minimum entry requirements

39. The minimum academic requirement for entry into Birkenhead High School Academy Sixth Form (for both internal and external applicants) is six GCSE passes at Grade B or above, including English and Mathematics.
40. Individual subjects may also have particular requirements for the grades obtained at GCSE and these will be detailed each year in the information supplied to prospective students. However, if the Sixth Form is not full, and a student does not meet the grade requirement for a particular subject (but does meet the requirements for the Sixth Form), a range of alternative courses available within the Academy's Sixth Form curriculum will be offered.

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41. The Local Governing Body shall have discretion to take account of serious illness which has adversely affected an individual applicant's performance in applying the academic entry criteria.
42. Admission to the Sixth Form is also subject to the availability of places in a student's intended subject choices. However, if particular subjects are full but the Sixth Form is not, a range of alternative courses available within the Academy's Sixth Form curriculum will be offered.

Internal applicants

43. Girls who are already on roll at the predecessor school, BHS, are entitled to transfer into the Sixth Form provided they meet the minimum standards for entry. All girls will be offered a course discussion to help them make the appropriate choices. Internal transfer forms should be returned to the Principal by **12 December 2008** in order to help the Academy to determine the number of places available for external applicants. Transfer forms received after this date will still be accepted but subject choices may be more limited because some courses may already be full. Offers of places will be conditional upon the entry requirements being achieved.

External applicants

44. Girls who do not yet attend the predecessor school, BHS, should submit an external application form as soon as possible and not later than **27 February 2009**. Late applications will be considered if places are still available, although subject choices may be limited because some courses may already be full.
45. Those external applicants whose predicted GCSE grades meet the minimum level required will be offered a course discussion. Offers of places will be conditional upon the entry requirements being achieved.

Oversubscription procedure

46. In the event of there being more external applicants to the Sixth Form than places available, applications will be considered as follows. After the admission of pupils with statements of Special Educational Needs where the Academy is named in the statement, any remaining available places will be allocated in the following order to girls who achieve the entry requirements:
 - a) Girls who are in public care (Looked After Children) on the date at which the relevant applications for admission are made, and who a local authority has confirmed will continue to be looked after by it (in accordance with section 22 of the Children Act 1989) at the time they are admitted to the Academy;
 - b) Girls who, on the date of admission, will have a sister, including step, half, adopted or fostered sister enrolled at the Academy (or who were enrolled at the predecessor school, BHS, and will continue to be so enrolled in September 2009);

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- c) Girls who wish to follow subject courses that are not fully subscribed;
 - d) Where in categories b) and c) there are more applicants than there are places available, places will be allocated on a random basis. Any remaining places will be allocated to girls on a random basis across the Wirral and beyond.
47. In the event of oversubscription in Sixth Form, the above procedure will be open to scrutiny by an appropriately qualified external consultant appointed by the GDST Academy Trust board.

Casual admissions: i.e. admission to all year groups except Nursery, Reception, Year 7 and Year 12

48. All girls who are on roll in Reception to Year 10 in the predecessor school, BHS, in July 2009 will automatically progress through the Academy. As the Academy builds towards its full capacity, Year groups 1 to 6 and 8 to 11 will remain at their existing size as at July 2009. If existing girls at BHS do not progress to the Academy, or leave during the course of an academic year, or between academic years, places will be offered to applicants. If there are more applicants than places the Academy will apply the oversubscription criteria set out above.
49. Notwithstanding the above, the Academy may refuse admission to particular applicants in the specific circumstances described in paragraph 3.10 (children who have been permanently excluded two or more times) of the statutory School Admissions Code or any like provision in any subsequent Code.

Operation of waiting lists for admission – Reception and Year 7

50. Where in any year the Academy receives more applications for places in Reception and Year 7 than there are places available, a waiting list will operate between March and the end of the academic year for which they applied. This list will be maintained by the Academy, and all unsuccessful applicants will automatically be placed on the waiting list unless a parent or guardian requests otherwise. Banding will not be applied to waiting lists.
51. When, and if, places become vacant they will be allocated to girls on the waiting list in accordance with the oversubscription criteria set out in paragraph 23 for Reception and 34 a) to c) for Year 7.
52. No waiting list will be operated for years other than Reception and Year 7.

Arrangements for the Independent Appeal Panel

53. Parents or guardians will have the right of appeal (except in the case of Nursery places – see below) to an Independent Appeal Panel if they are dissatisfied with

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an admission decision of Birkenhead High School Academy or if children in year 11 of the Academy are refused progression to the sixth form. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the Appeal Panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The Academy will prepare guidance for parents or guardians about how the appeals process will work and provide a named contact who can answer any enquiries about the process.

54. There is no right of appeal for refusal to offer a nursery place.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

55. Birkenhead High School Academy will consult by 1 March each year on its proposed admission arrangements:

- a) Wirral Children's Services;
- b) The admission forum for the Wirral;
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Wirral Children's Services;
- d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation; and
- e) Affected admission authorities in neighbouring local authority areas.

Publication of admission arrangements

56. Birkenhead High School Academy will publish its admission arrangements each year once these have been determined, by:

- a) copies being sent to the statutory consultees;
- b) copies being sent to primary and secondary schools in the Wirral;
- c) copies being sent to the offices of Wirral Children's Services;
- d) copies being made available without charge on request from the Academy; and

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e) copies being sent to public libraries in the area of the Wirral for the purposes of being made available at such libraries for reference by parents and other persons.

57. The published arrangements will set out:

- a) the name and address of the Academy and contact details;
- b) a summary of the admissions policy, including oversubscription criteria (including any arrangements for admission to post-16 provision);
- c) a statement of any religious affiliation;
- d) numbers of places and applications for those places in the previous year; and
- e) arrangements for hearing appeals.