Ormiston Academies Trust

George Salter Academy
Admissions policy 2028-2029

Policy version control

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1. Policy statement and principles

1.1. Policy aims and principles

1.1.1. This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

1.1.2. This policy details the academy's arrangements for admissions and will apply to all admissions for the academic year 2028 - 2029. This includes in-year admissions within this period.

1.1.3. Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicised on our website. Arrangements for visits outside these dates can be made through the academy office on ext: 5289.

1.1.4. Ormiston Academies Trust (OAT) is the admissions authority will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

1.1.5. As the admission authority, OAT delegates the workings of the admissions process to the academy.

1.1.6. This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

1.2. Monitoring and review

1.2.1. This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of a major change in circumstances
- As the result of a decision of an Adjudicator

1.2.2. If there are urgent concerns these should be raised to the Principal, Mrs R Bellingham, in the first instance.

2. Academy admissions

2.1. The academy admits students between the ages of 11 and 18. The main intakes are:

- Secondary
- Sixth form

2.2. We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

2.3. Definitions

2.3.1. The academy uses the following definitions when applying this policy:

2.4. Distance

2.4.1. This is the straight-line distance between the academy main gate (Davey Road entrance) and the child's home address (front door).

2.4.2. The academy uses the LA computerised system for ordinary admissions. Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

2.5. Dual address

2.5.1. Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

2.6. Siblings

2.6.1. A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A stepbrother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the resident's order
- Another child living in the same household where the adult has parental responsibility

2.6.2. In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application and for a relevant year group the Published Admissions Number (PAN) will be increased accordingly.

2.7. Eligibility criteria

2.7.1. Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom.

2.8. Waiting list

2.8.1. If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request

that this should not happen. The child may gain entry to the academy if a place becomes available.

2.8.2. The academy will maintain a waiting list until 31 December 2028 following the main academy intake. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

2.9. Withdrawal of a place

2.9.1. The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if the offer is withdrawn on the basis of misleading information the application will be considered afresh and a right of appeal offered if an offer is refused

2.9.2. The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case, then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.10. Determining arrangements and consultation

2.10.1. Admissions arrangements will be determined annually by the academy local governing body, this will happen even if there are no changes from previous years and a consultation is not required.

2.10.2. If the academy changes any significant aspect of the admissions procedure, then OAT will be informed prior to making changes and prior to the beginning of the consultation process. Any significant changes proposed by the academy must be approved by OAT.

2.10.3. The academy will consult on admissions arrangements when changes to the academy's arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

2.10.4. The academy will publish any consultation for admissions on its website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation, then these will be sent to OAT. Any subsequent changes will be made in consultation with OAT.

2.10.5. Once the academy's admissions arrangements have been determined it will notify the appropriate bodies and publish a copy of the determined arrangements on its website.

2.11. Admission of children outside their normal age group

2.11.1. Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, the academy Admissions Team (ext:5289) Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

2.11.2. The decision whether a child is admitted outside of their normal age group will be made on a case-by-case basis by the academy's local governing body and any decision will be in the best interests of the child concerned. A panel of at least three governors will consider the admission request based on:

- The student's academic development
- The student's social and emotional development
- Views of the parents and principal
- Medical history and/or views of a medical professional, where relevant; and
- Any additional relevant information available

2.11.3. The panel will have to be satisfied that the child would be able to cope with the work of the year applied for **and** that the student would be able to cope with the personal development whist being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

2.11.4. Once the governing body has made a decision the parent can then apply for admission of their child to the academy using the process detailed in this policy. Where no place is offered, parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy even if it is not in their preferred age group.

2.12. Complaints about admissions arrangements

2.12.1. Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions. The deadline for any such complaint is 15 May in the year before the arrangements are to apply.

2.12.2. Complaints about the appeals panel can be made to the Secretary of State.

2.12.3.

3. Secondary admissions

3.1. The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact the academy Admissions Team (ext: 5289).

3.2. Number of spaces (PAN)

3.2.1. The academy has a PAN of 250 for admission to Year 7.

3.3. Application process

3.3.1. Applications for the 2028/29 academic year open mid-July 2026.

3.3.2. To apply you need to complete the local authority's (LA) common application form (CAF)[1] and submit this directly to the LA by the deadline, 31 October 2027. Aptitude registration forms are also available on the Sandwell LA website www.sandwell.co.uk/schooladmissions and the GSA website.

3.3.3. Late applications will not be considered until all other applications have been reviewed.

3.3.4. All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

3.4. Admissions criteria

3.4.1. Any parent may apply for a place at the academy for their child.

3.4.2. To apply for George Salter Academy, parents of prospective students will be required to complete the online Sandwell Common Application Form (CAF). Parents/carers wishing for their child to be considered for a place based on aptitude for Performing Arts must also complete a separate Aptitude Registration Form, available from the Sandwell LA website and the GSA admissions office. If the application is not successful based on Performing Arts aptitude, the application will then be automatically considered using the remaining criteria. Parents/carers should be aware that the Aptitude Registration Form must be returned to Admissions Team, George Salter Academy, Davey Road, West Bromwich, West Midlands, B70 9UW either by post or email: admissions@georgesalter.com by 31st October 2026.

3.4.3. The academy will liaise with Sandwell Local Authority and other neighbouring Local Authorities in line with the national coordinated admissions arrangements during the process.

3.4.4. George Salter Academy admits a total of 25 applicants (10% of the total number of places) with an aptitude for Performing Arts[2]. Applicants are tested at the academy for their stated 'aptitude', Dance/Music/Drama. From this process, 25 are selected. The remaining applicants will be placed in bands based on their NFER non-verbal reasoning test. Where one of the 25 selected pupils do not take

[1] Please note that the CAF is required to be returned to the local authority in the area that you live.

[2] "Aptitude" means "a gift or a talent". It denotes a potential or propensity to develop an ability given appropriate teaching or preparation. In other words, aptitude plus preparation equals future ability.

up their place, the next highest ranking Aptitude applicant will be selected from the same band as that pupil. Further details are available on request.

3.4.5. If less than 25 students are selected via the Aptitude route then the remaining places will be fill by other applicants according to the Oversubscription Criteria.

3.4.6. The main purpose of aptitude testing[3] is to identify students who have potential, aptitude and enthusiasm for Music, Dance or Drama.

Group activities will give candidates the opportunity to demonstrate:

1. Their enthusiasm for the subject
2. Their willingness to work well with others
3. Their ability to follow instructions
4. Their engagement with the activities.

The individual activities will give the candidates the opportunity to demonstrate:

1. Their individual skill level, through a performance
2. Their aptitude, through aural perception.

3.4.7. If the number of applications is less than the number of spaces, then all children will be offered places.

3.4.8. Where a pupil has an Education Health and Care plan which names the academy that pupil will be admitted, and the number of available places reduced accordingly.

3.5. Oversubscription criteria

3.5.1. Where the academy receives more applications than there are places available priority for admission will be given to those children who meet the oversubscription criteria set out below:

3.5.1.1. Looked after children and Previously Looked After Children including those who appear to the academy to have been in state care outside of England and ceased to be so as a result of being adopted4. A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989) Previously Looked After Children are those who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

[3] Where a child is unable to take the Aptitude test on the arranged date (for example, due to illness) arrangements will be made to sit the test at another suitable date.

[4] A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

3.5.1.2. Children with a sibling attending the academy at the time the new entrant would start at George Salter Academy.

3.5.1.3. Children of staff employed at George Salter Academy or appointed to commence employment at George Salter Academy[5].

3.5.2. If there are not enough places to satisfy all applications under any one criterion, priority will be given to in accordance with proximity to the academy. Where two or more applicants live an equal distance from the academy and it is not possible to differentiate between them, priority will be determined by a random allocation process. This process will be independently verified by someone independent of the academy and OAT.

3.6. In-year admissions

3.6.1. Applications for in-year admissions are accepted and will be processed on a case-by-case basis in accordance with these published admission arrangements. In-year admissions forms can be obtained from GSA or the LA. The LA co-ordinates the academy's in-year admissions, and any application for an in-year admission will need to be made through the LA.

The academy will participate in the LA's Fair Access Protocol. Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.

3.6.2. It the academy refuses entry, the local authority may request a direction from the Secretary of State. The decision of the Secretary of State will be binding upon the academy.

3.7. Unsuccessful applications

3.7.1. The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details. Any appeal is before an independent admissions appeal panel.

3.7.2. A timetable for organising and hearing appeals will be set and published on the academy's website by 28 February each year for the normal admissions round. The academy will inform OAT of any admissions appeals.

3.7.3. A child is allowed to be on the academy waiting list while an appeal is lodged, and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

[5] a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Sixth form admissions

4.1. The process detailed in this section is for admissions to the sixth form. For further information on this process please contact Mrs J Clifford (ext: 5233).

4.2. Number of spaces

4.2.1. The academy has a capacity in the Sixth Form of 200 places. The academy welcomes external applicants to Year 12 and has a PAN of 15 which is the minimum number of external students who may be admitted.

4.3. Application process

4.3.1. Applications for the 2028/29 academic year begins in October 2027. The closing date for applications for this year is 31st January 2028.

4.3.2. To apply you need to complete the academy's application form and submit this directly to the academy by the deadline on Monday 31st January 2028. The academy will contact the student applying directly about the outcome of their application by Wednesday 31st May 2028.

4.3.3. Late applications will only be considered where there is a surplus of places in the academy / course(s) applied for once the oversubscription criteria has been applied.

4.3.4. Admission, where successful, is to the Sixth Form, not to a guaranteed specific course of study.

4.4. Selection criteria

4.4.1. All internal candidates seeking transfer to our sixth form, and all external candidates seeking admission to our sixth form, will need to have the same minimum academic qualifications for entry, which are at least five level 5s, including English and Maths.

4.5. Oversubscription criteria

4.5.1. If the academy receives more applications that meet the selection criteria above than there are available places, priority for admission for external applicants will be in line with the oversubscription criteria set out below:

4.5.1.1. Looked after children and Previously Looked After Children including those children who appear to the academy to have been in state care outside of England and ceased to be in state care as a result of being adopted.[6] . A Looked After Child is either a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989). Previously Looked After Children are those who were looked after but ceased to be so because they were adopted or

[6] A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

became subject to a child arrangement order or special guardianship order immediately following having been looked after.

4.4.1.2 Applications from external applicants for level 3 courses, who have achieved at least five Level 5s including English and Maths. Please note, for some courses these requirements are higher.

4.5.2. Definitive tiebreaker: in the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of the Local Authority.

4.6. In-year admissions

4.6.1. Applications for in-year admissions are accepted and will be processed on a case-by-case basis in accordance with these published admission arrangements.

4.6.2. In-year admissions forms can be obtained from the GSA Sixth Form Team.

4.6.3. If the academy refuses entry, the local authority may request a direction from the Secretary of State. The decision of the Secretary of State will be binding upon the academy.

4.7. Unsuccessful applications

4.7.1. The academy will inform the student and the applicant's parent if a decision has been made to refuse the offer of a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

4.7.2. For sixth form applications both the student and the parents have a right of appeal against a decision to refuse an offer of a place. Any appeal is before an independent admissions appeal panel.