

The 3-18 Education Trust

**The Thomas Adams School,
Sixth Form &
Adams House Boarding Facility
Admissions Policy 2024/25
Consultation**

Every individual is in a great school.

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www.318education.co.uk

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Introduction

This policy has been agreed by the Board of Trustees. The 3-18 Education Trust is the admissions authority for its academies/schools. This document is the consolidation of the schools' admissions arrangements. The Board of Trustees is responsible for determining the admissions policy of each school.

Guiding principles governing the admissions arrangements

- All schools in the Trust conform to [The Admissions Code \(2021\)](#) which sets out the statutory framework of admissions and follow [the academy admission guidance](#) issued by the Department for Education.
- With the purpose of recognising each school's context, the Trust does not decide one common admissions policy for all schools. Rather, each school reviews its own admissions arrangements annually and it is recommended by the Local Governing Body (LGB) for approval from the Board of Trustees.
- The Trust continues to work with individual schools and Shropshire Council as the local authority to enable both transparency and a mutual understanding of the contexts of each school and the overall admissions challenges within the authority (relevant to each school).
- LGBs undertake consultation, and publishes admissions as required in accordance with the School Admissions and Appeals Codes. The LGB makes arrangements for admissions and hearing admission appeals. Presently this is managed through a Service Level Agreement with Shropshire Council. Any changes to a school's admissions arrangements, must be recommended to the Board of Trustees. This is done at the September meeting of the LGB.

Funding Agreement

This policy forms an Annex to the Funding Agreement between the individual academies and the Secretary of State. Any changes to the arrangements set out in individual school's admission arrangements, with the exception of setting a Published Admission Number (PAN) higher than the agreed admission number for a specific year, must be approved in advance by the Secretary of State. (Schools within the Trust are not required to consult on maintaining or increasing their PAN.)

Role of Shropshire Council

Shropshire Council's Admissions Team co-ordinates the admissions process to Year 7 for secondary schools. All enquiries regarding admissions should be addressed to the Admissions Team. Shropshire Council publish a booklet, 'Parents' Guide to Education in Shropshire', each year, with up-to-date information about schools, and a full explanation of the admissions process. The booklets are available from the Shropshire Council website. Parents/carers who may wish to speak directly to an Admissions Advisor may also contact them through the Admissions Team. Admissions for any year group, other than Year 7 or Year 12, will be classed as Mid-term applications, and will be handled directly by the school.

- A copy of the determined arrangements is available for viewing on the Council's website at www.shropshire.gov.uk
- The contact address is Admissions Team, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. Tel: 0345 678 9008 or email:

school-admissions@shropshire.gov.uk

- Website: www.shropshire.gov.uk
Catchment areas for schools can be viewed on Local View which can be found on the above website address

The Trust's schools work closely with Shropshire Council to ensure that the Independent Appeal Panel acts in accordance with all the relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admissions Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in admission law and in the code to admission authorities shall be deemed to be references to the LGB of the school. Individual schools take part in the Admissions Forum set up by Shropshire Council and have regard to its advice and will participate in the coordinated admission arrangements operated by Shropshire Council. Notwithstanding these arrangements, the Secretary of State may direct any Trust school to admit a named student on application from that student.

Published Admissions Number

The 3-18 Education Trust schools are open access comprehensive schools catering for children and young people aged between 3 and 18.

The Thomas Adams School Year 7 Admissions

The published admission number for each September intake is 208.

The Thomas Adams Sixth Form Admissions (external students)

The published admission number for each September intake is 60.

Year 7 Admissions

For admissions to Year 7 application must be made through the Home Admissions Authority **by 31st October 2023 for children due to start school in September 2024**. The Home Admissions Authority is the local authority parents reside in (pay council tax to) even if applying to a school in another part of England. All applications received by 31st October 2023 will be considered and parents will be informed by Shropshire Council on 1st March 2024 if they have been allocated a place for their child. Please see the Parents Guide to Education booklet on the website www.shropshire.gov.uk/schooladmissions for information on when your child may start school.

All applicants will be admitted up to the school's published admission number.

The Thomas Adams School Year 7 Admissions

The Thomas Adams School has boarding facilities (see section on Adams House Boarding Facility). Admissions to Year 7 of the school are still processed by Shropshire Council. The offer of a boarding place does not constitute an offer of a place at the school in Year 7 or in any of the other years in the school. All admissions to Year 7 are subject to the Co-ordinated Admissions Scheme (please refer to Shropshire Council's Parents Guide to Education booklet).

Children with an Education Health and Care Plan

Children with an Education Health and Care Plan, which names a particular school, will be allocated places at that school.

Oversubscription Criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

The 3-18 Education Trust is making changes to standardise all our admission policies. For The Thomas Adams School, the changes are that that Priority 3 has moved to be above Priority 4 and Priority 4b is a new addition.

Priority 1

'Looked after child'¹ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special

¹ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

guardianship order² including those who appear to the school to have been in state care³ outside of England and ceased to be in state care as a result of being adopted.

Priority 2

Very exceptionally, priority may be given to a child who has a particular health reason requiring them to attend a specific school. This will only be allowed if parents/carers can provide written evidence from a medical professional that in the view of the local authority confirms that attending that specific school is essential to the medical well-being of the child. The authority reserves the right to contact medical professionals to ascertain the relevance of the medical condition.

Priority 3

Children living within the school's catchment area who will have a sibling attending the school on the day they are due to start there.

Priority 4

Children of staff at the school in either or both of the following circumstances:

- 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; and/or
- b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

Priority 5

Other children living within the school's catchment area.

Priority 6

Children who live outside the catchment area. If there are not enough places for all the children living outside the catchment area, the following criteria will apply in the order stated:

- 6a Children living outside the school's catchment area with a who will have a sibling of compulsory school age (11 – 16) at the school on the day they are due to start there.
- 6b Children living outside the catchment area, who have attended a state-funded primary school that lies within the secondary school's catchment area, for more than a whole academic year immediately prior to transfer.
- 6c All other children living outside the school's catchment area

² An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

³ 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.

Notes to the Oversubscription Criteria

Catchment area

The school's catchment area is defined as follows:

A child will be treated as living in the catchment area if they reside with their parent/carer at their normal and genuine place of residence for the majority of the school week and the address identifier lies within the area designated by the Local Authority as the catchment area for that particular school.

Allocation of places for children moving into or outside the catchment area can only be considered when formal confirmation (e.g. signed tenancy agreement when no property is owned, or exchange of contracts) of the address has been received.

All applicants are required to give correct information about the genuine residential address of the child. Where any information regarding a home address is found to be fraudulent or misleading a school place may be withdrawn even if the child has been admitted to the school.

Catchment area maps can be viewed on Local View available from 'Maps' at the foot of the website www.shropshire.gov.uk, or individual addresses can be checked by contacting Shropshire Council's Admissions Team.

Sibling

A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Adopted and fostered siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in a home in order to establish an 'in catchment area' address will not be given priority under the sibling criterion.

In the case of twins or triplets from the same address, the school will endeavour to admit both or all siblings.

Distances from school

All distances are measured as a straight line on Shropshire Council's computerised mapping system which pinpoints the eastings and northings of the home address and the nearest appropriate entrance gate of the relevant school. The shortest distance will be given priority. Where two addresses are within the same blocks of flats, the lowest number of flat or nearest to the ground floor will be deemed to be the nearest in distance.

Equal Priority

Where 2 or more applications are considered to be of equal priority after all criteria have been taken into account a tiebreaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process

General Guidance

Unsuccessful Applications (primary and secondary)

If unsuccessful on allocation day, Shropshire Council will offer a review when the waiting list will be formed from those parents who advise the Admissions Team that they wish to pursue a place at the school. At the end of the review period, parents who have still not been successful in securing a place have the right to appeal against the decision. Parents may remain on the waiting list from the review period onwards.

Waiting list

Other than the first term of the academic admission year, the school will maintain a waiting list for unsuccessful applicants for admission to Year 7 held in order of oversubscription criteria. Shropshire Council will operate the waiting list for the first term of the academic year of admission after which the school will operate the waiting list. If any vacancies arise, places will be offered to applicants at the top of the waiting list. If a place can be offered, the applicant will be expected to take up the place within 6 school weeks or by the start of the next half term, whichever is the earliest date. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it. If an offer of a place is refused, the name will be removed from the waiting list.

Admission of children outside their normal age group

Parents may seek a place for their child outside their normal year group with a different cohort. Such requests may be appropriate, for instance where the child is gifted or talented, or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Mid-term applications

Mid-term applications will be dealt with using the same admissions criteria given above. To apply for a place other than the start of Year 7, parents should apply directly to the school on a mid-term application form available the Shropshire Council website www.shropshire.gov.uk/schooladmissions or from school. Parents/carers are strongly encouraged to visit the school and meet either The Headteacher or a member of the Senior Leadership Team before applying to the school; this is not part of the application process but it important all parents and students experience the school before applying.

If there is a space available in that year group, a place will be granted. If the application is for a place in an over-subscribed year group, then the school will consider whether additional places can be offered above the published admission number. This decision will be made by Headteacher and Chair of the Local Governing Body. Decisions will be notified to parents within 15 school days.

If a place cannot be offered, parents will receive a formal letter and information on how to appeal against the decision.

Mid-term admissions will not normally be accepted where this is for a place more than one half-term ahead. The only exception to this would be parents who are applying for a boarding place at Thomas Adams School and where parents are going abroad so that it may be necessary to make arrangements early in the academic year.

Refusals

A school may refuse admission to applicants who have been permanently excluded from two or more other schools; this does not apply to children with Education Health and Care Plans. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Shropshire Council School Admissions Team for information on how to appeal. Information on the timetable for the appeals process is on the website www.shropshire.gov.uk/schooladmissions. Parents must be given at least 10 school days from the date of notification that their application was unsuccessful to lodge an appeal.

Sixth Form Admissions

Introduction

The Thomas Adams School Wem has a sixth form provision which offers an education to students that wish to take a more academic pathway. It is the aim, when considering applications, to accept students onto a curriculum which will suit their learning style and encourage them to flourish academically. Judgments and offers will be made on an appropriate level of prior academic achievement. For success in outcomes, students should also have a positive attitude, and aptitude for learning. Thomas Adams School will support students to strive for standards of excellence and encourage them to develop a sense of intellectual independence, accompanied by a social and moral responsibility, to prepare them for their roles in the wider society of the 21st century.

Students wishing to enter the sixth form and are already attending Thomas Adams School have an automatic right to do so as long as they meet the minimum entry criteria. However, there are published admission numbers on external pupils entering the school for the first time in Year 12.

Applications to Sixth Form

All students interested in a place in the school's sixth form should apply by the deadline date published within the application. Applications received after the deadline will be deemed as late. All late applications will be dealt with once all the 'on time' applications have been processed.

Sixth Form admission entry requirements

GCSE Performance

Each course and subject in the sixth form have specific entry requirements. This ensures that students are matched to courses on which they are most likely to achieve success: Access to a Level 3 course requires a minimum of 5 GCSEs at grade 4 or above, including English and Maths. Many subjects require students to achieve at least a grade 5 or higher – refer to the individual subject outlines for further details.

If students do not achieve a grade 4 or above in either English or Maths, a compulsory resit is required. This will be included in their offer alongside a limited choice of other Level 3 courses.

Students who achieve at least 5 grades 4+ but who only achieve 3 in English, 3 in English Literature (with a 4+ in Maths) will be accepted onto appropriate courses but will need to resit English.

Students who achieve at least 5 grades 4+ including English or English Literature, but 3 or lower in Maths, will be accepted onto appropriate courses, but will need to resit Maths.

If there have been extenuating circumstances, individual applicants are requested to contact the school to discuss these.

Please refer to the Sixth Form Prospectus for subject-specific entry requirements

An appropriate course is on offer

The school cannot necessarily offer all subject combinations but will use subject preferences from applicants to build the curriculum offer. By 'appropriate course' the school is able to

offer the combination of subjects the student wishes to study, and the student has met the subject specific entry requirements as specified in the sixth form prospectus.

It should also be noted that schools will endeavour to run all of the courses as specified in the sixth form prospectus. There may be a limit on the number of places available on any particular course and the school retains the right to remove courses from its offer if insufficient number of students elect to study them.

Internal Students

All internal students who meet the above criteria will be offered a place in the sixth form.

External Students

External applicants to the sixth form will need to complete a supplementary form and provide the following evidence:

- Proof of date of birth
- Proof of address
- Proof of residency

If the number of external applicants who meet the minimum entry criteria does not exceed the school's sixth form Admissions Number, all external applicants who meet the admission criteria will be admitted.

Oversubscription Criteria (external students)

If the number of external applicants who meet the minimum entry criteria exceeds the school's sixth form Admissions Number, priority for admission will be given to those students who meet the criteria set out below until all places have been allocated:

Priority 1

'Looked after child'⁴ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁵ including those who appear to the school to have been in state care⁶ outside of England and ceased to be in state care as a result of being adopted.

Priority 2

Siblings of students presently on the school roll.

Priority 3

Siblings of students who have been on the school roll in the last 5 years.

⁴ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

⁵ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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.

Priority 4

Others

If the number of applicants within a Priority plus the number in preceding Priorities exceeds the Admission Number, a tiebreaker will be used for those applicants in the Priority exceeding the Admission Number. Priority will be given to those students whose permanent address is nearest to the school.

The student's permanent address is where he or she normally lives and sleeps and goes to school from on the majority of school nights (Sunday – Thursday). Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to a school's sixth form, the offer of a place will be withdrawn, and the application cancelled.

All distances are measured as a straight line on Shropshire Council's computerised mapping system which pinpoints the eastings and northings of the home address and the nearest appropriate entrance gate of the relevant school. The shortest distance will be given priority. Where two addresses are within the same blocks of flats, the lowest number of flat or nearest to the ground floor will be deemed to be the nearest in distance

Waiting List

Applicants not offered a place are sent details of the Independent Appeals procedure and can ask to be placed on the School's Waiting List. Applicants are offered a place from the waiting list in order of their ranking on the list up until the end of the summer term preceding Year 12 entry.

Progression into Year 13

Places in the sixth form in Year 13 will be allocated to all students who successfully complete Year 12.

This will be determined by passing their end of year examinations and assessments. In exceptional circumstances students may be allocated a place in Year 12, rather than Year 13 so that they can repeat courses.

The Thomas Adams School Adams House Boarding Facility

Introduction to Adams House

Adams House offers boarding for students of Thomas Adams School and sixth form. The house is run under the control of the Trust Board but application for Year 7 places must be made to the home local authority in accordance with coordinated arrangements.

Entry to Adams House is through interview and supplementary information form in order to assess suitability for boarding. The form is available on our website at <https://thomasadams.net/boarding>.

The boarding fees are set by the school, payable termly one month prior to the start of each term. details can be found at <https://thomasadams.net/boarding>.

Under regulations laid out in the School Admissions Code, Boarding schools must give the required priority to children in care and then next priority to children with a 'boarding need'.

Children with a boarding need include:

- Children at risk or with an unstable background and the children of service personnel who have died while serving or who have been discharged as a result of attributable injury.
- Children of other key workers and Crown Servants working abroad (eg the children of charity workers, people working for voluntary service organisations the diplomatic service or the European Union, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas.

When assessing suitability for boarding, admission authorities can only consider the following two conditions:

- Whether a child presents a serious health and safety hazard to other boarders;
- Whether a child is developmentally suited to a boarding place.

Admissions to Adams House

The school has an admission number of 208, which includes up to five Boarding House places for Year 7. If five Year 7 Boarding House places are not allocated on the 1 March allocation date, the school reserves the right to consider and accept additional Boarding House applications above the admission number after this date, up to a maximum of five.

Where places are not taken up for the start of Year 7, those places will be made available for day pupils in the Thomas Adams School. Up to 30 boarding places can be offered in Year 12 (continuing boarders from Year 11 would have automatic places amongst the 30).

Adams House Boarding Admissions Criteria:

Suitable* children with a Statement of Special Educational Needs or Education Health and Care Plan which names Thomas Adams School will be offered places. After that the admissions criteria will be:

1. Suitable* looked after children and formerly looked after children who were adopted.
2. Suitable* children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.

3. Suitable* children with a boarding need whose parents live outside Shropshire at the time of admission but with sibling attending the school.
4. Suitable* children with a boarding need who live outside Shropshire but with connection to Shropshire - former residence / relatives (not parent) living in County.
5. Suitable* children with a boarding need who live within the catchment area of the school in order of shortest straight line distance from home to school (not boarding house).
6. Suitable* children with a boarding need who live outside the school's catchment area but in Shropshire, in order of shortest straight line distance from home to school (not boarding house).
7. Other suitable* children.

*Suitability to be assessed in line with the guidance in the Admissions Code of Practice 2021.

Mid-term applications to Adams House

Applications for a boarding place at a time other than the autumn term for Year 7 are classed as mid-term admissions. If the number of tuition places at Thomas Adams School are full or oversubscribed, even though the Boarding House has places, the school will need to consider whether they can offer a place. Applications should be made no more than one half-term prior to admission although exceptions to this may be considered. If there are no school places in the appropriate year group and parents are refused a place, then they can appeal against the decision.