

Shires MAT/North Bromsgrove High School

Admission Policy for Year 9-11 2027 entry

The Policy should be read in conjunction with Worcestershire County Council's Information for Parents on Admissions and Transfers to Schools and is available to view online at: [Apply for a school place | Worcestershire County Council](#) A copy of the book is also available to view in schools, libraries and at your Local Worcestershire Hub.

Introduction

1. This Admission Policy is part of the admission arrangements for North Bromsgrove High School (Academy), which is part of Shires Multi Academy Trust (Trust), a multi academy trust.
2. The Academy is a co-educational, non-selective, publicly funded school that welcomes applications for the admission of children regardless of aptitude, ability, special educational or other needs, disabilities or other protected characteristics.
3. The Academy admits children into Year 9 who usually remain on the roll until Year 11, and then pending meeting entry requirement to further pursue enrolment into the Sixth Form (Year 12 and Year 13) should they choose to. Please refer to Sixth form Admissions Section in this policy.
4. In education law and this policy, a 'parent' means a natural or adoptive parent of a child (irrespective of whether they have care of, contact with or parental responsibility for, the child), as well as other persons who are not the natural or adoptive parent of the child but who have care of and/or parental responsibility for them.

Children with an Education, Health and Care plan (EHCP)

5. Children with an EHCP are not admitted under this policy, they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25. Their EHCPs are maintained by their home Local Authority, who are responsible for making decisions as to which educational setting will be named therein as the one the child will attend.
6. Where the parents of a child with an EHCP want them to be educated at the Academy, they must discuss this with SEN team at their home Local Authority. The home Local Authority may then consult the Academy on its suitability and compatibility, before deciding whether or not to name it in the child's EHCP.

7. Where the Academy is named in an EHCP, it will admit the child. Where this happens in the 'normal admission round' (i.e. admission to Reception Year at the start of September), their place will be allocated before others within the PAN, reducing the number remaining. Where this happens at any other time, they will be admitted when the Academy is named regardless of numbers.

Published Admission Number (PAN) for Year 9

8. The PAN for Year 9 is 300.

Oversubscription Criteria for Year 9 to Year 11

9. Where there are fewer applications than places available, all children will be offered a place. Where there are more applications than places available, the order in which places will be allocated will be:
 - a. **Looked after and previously looked after children**

A 'looked after child' is one 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, in England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission authority to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted. Applications in this category may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance will be followed. Where the Virtual School Head (VSH) at the Local Authority has already verified the child's status and the Academy is able to confirm this with them, there will be no need for evidence to be provided with the application.
 - b. **Children living in the school catchment/priority area with a sibling at North Bromsgrove High School (please refer to catchment map in this policy)**

The sibling must be on the roll at North Bromsgrove High School at the time of application, and will still be on the roll at the time of the applicant child's admission.

A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner where they have cohabited for at least one year.

In all cases, the sibling must live at the applicant child's home address (as defined in this policy) as part of the same core family unit. For the avoidance of doubt, a child of a family member (e.g. cousin or grandchild) or friend will not be a 'sibling', even if they live at the same address as the applicant child.

- c. Children living in the school catchment/priority area (please refer to catchment map in this policy)**
- d. Children with a sibling at North Bromsgrove High School** (*see definition in b above*)
- e. Children of staff who have been employed at the school for 2 or more years or recruited to fill a skill shortage.**
- f. Children living outside the priority area and attending the following named feeder schools:**
 - **Catshill**
 - **Parkside**
 - **Alvechurch**
- g. All other children**
 - i. All applicant children not included in any of the categories above will be included in this category.

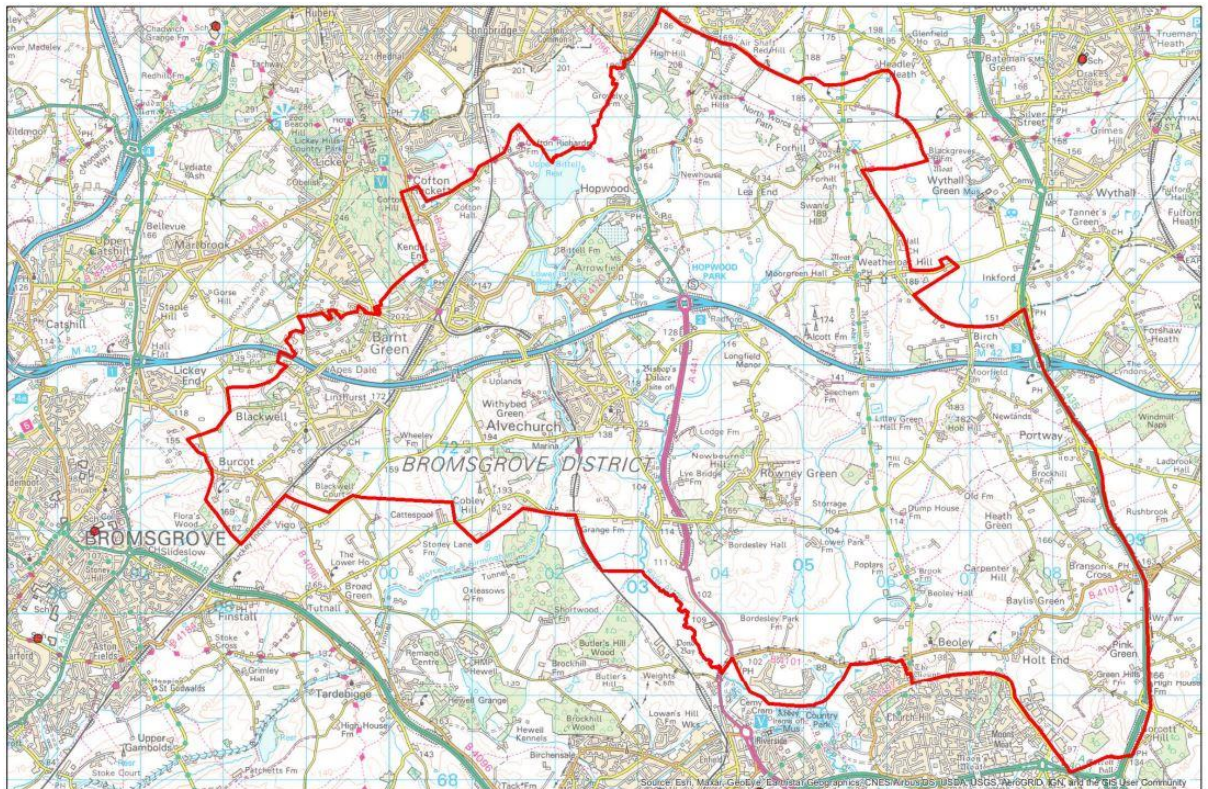
School priority/Catchment area

North Bromsgrove High School Catchment map is below:



WORCESTERSHIRE CHILDREN FIRST	Scale: 1:30,000	
County Hall, Spetchley Road, Worcester WR5 2NP	North Bromsgrove High School Catchment	
© OS Maps 2019		

The map below is shared catchment with North Bromsgrove High School and South Bromsgrove High School:



Shared North & South Bromsgrove High Catchment 2019

Tie Breaker

10. Where there are more applicants than places in any of the oversubscription categories above, the order in which places are allocated will be determined by reference to the distance between the child's home address (as defined in this policy) and the Academy, with those living closer having higher priority.
11. Distance will be measured on the Academy's behalf by Worcestershire County Council in a straight line from the address point location of the applicant's home address (as set by Ordnance Survey) to the pre-determined 'centroid' point of the Academy using their dedicated software for this purpose. These provide a single unique point for the child's home address and the Academy.
12. Where the distance between two or more applicant children is equal, random lottery will be used to determine the order in which places are allocated, which will take place in front of a person who is independent of the Academy.
13. Where applications are received for the admission of twins, triplets or siblings of higher multiple births to the same year group at the same time, but not all of them are allocated a place because of the application of the tie breaker for the final place(s), all of them will be allocated a place regardless of pupil numbers.

Child's Home Address

14. The child's home address is defined in this policy. It is the address meeting this definition that must be stated in the application, and which will be used when processing the application.
15. The child's home address is the residential (not business) address at which they will live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time, at the time of their admission. Where the child lives with more than one parent and the pattern for overnight stays is irregular, this will be assessed over the most recent five term time weeks.
16. Parents will be expected to provide satisfactory documentary evidence of the child's home address, and/or the home address of others (e.g. siblings, children of staff) where appropriate. This may include family court orders setting out child arrangements and/or proof of ownership and renting.
17. Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the applicant's permanent home address may be requested. If the child/sibling moves address during the course of the application process, Worcestershire County Council, and (if different) their home Local Authority must be notified as soon as possible, and provided with satisfactory documentary evidence that the new address meets the definition, and of the expected moving date.
18. Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the applicant will live when they return, as long as the parents provide some evidence of this address. Alternatively, a Unit or Quartering address may be used, at the parent's request.

Application Process in the 'Normal Admission Round' (Year 9)

19. All local authorities are required to coordinate admission in the 'normal admission round' for all schools in their area.
20. The 'normal admission round' for applications for admission to Year 9 in September covers all applications made by the statutory deadline for applications (31st October 2026), as well as applications made after this date but in time for the Local Authority to offer a place by 'national offer day' (01st March 2027).
21. Applications in the 'normal admission round' for Year 9 must be made to the child's home Local Authority using their Common Application Form, which will be available on their website. For applicants resident in Worcestershire County Council, the webpage can be accessed by clicking here:
[Apply for a primary or first school place | Worcestershire County Council](#)
For Warwickshire residents the webpage can be accessed from [Applying for a secondary school place – Warwickshire County Council](#)

22. Parents must carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular category, as failing to do so is likely to prevent the right category being identified, which could result in a place not being offered.
23. A 'late application' is one received before the first day of term but not in time for the Local Authority to offer a place on 'national offer day'. As these applications cannot be processed until after the first round of place allocations has happened, this is likely to adversely impact on the chances of achieving a place. Parents are therefore strongly encouraged to submit applications by the statutory deadline.

Application Process for In-Year Admission

24. An 'in-year application' is one made for Year 9 on or after the first day of term in September, or for any other year group at any time.
25. The PAN set for Year 9 applies throughout the year of admission but ceases to apply after that. This means that in-year applications made for Year 9 may be refused on the basis that there are no places available within the PAN.
26. In respect of other year groups, a place will be offered unless admitting an additional child/applicant would prejudice the efficient provision of education, and/or the efficient use of resources, at the Academy.
27. Where multiple in-year applications for the same year group are received and processed at the same time, and some but not all can be offered a place within the PAN/without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine the allocation of these places.
28. The Academy has opted into Worcestershire County Council's coordinated scheme for in-year admission. Applications for in-year admission must therefore be made to Worcestershire County Council, by completing their In-Year Admission Application Form which is available by clicking here: [Changing schools \(In-Year applications\) | Worcestershire County Council](#)
29. Parents must carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular category, as failing to do so is likely to prevent the right category being identified, which could result in a place not being offered.
30. The outcome of in-year applications will be notified in writing to parents within a maximum of 15 school days of receipt.

Requests for Admission Outside Normal Age Group

31. Parents have a right to request permission for admission to a year group outside their normal age group, which may be above or below, however this is not an absolute right. The request must be considered by the Admission authority

which must decide whether to agree it in principle, or refuse it, taking into account the factors set out below.

32. These requests are **not** applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make these requests as early as possible, preferably well ahead of any deadlines for their normal age group, so that they make informed decisions when they subsequently apply for admission. A request must be made to the 'admission authority' for each school for which admission is sought outside normal age group, as the outcome may not be the same for all.
33. The Admission authority make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, the Headteacher's views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. This is not an exhaustive list, and parents may put forward any matters or documents for consideration.
34. Parents must complete a Request for Admission Outside Normal Age Group Form (which is available on the Academy's website or is available in hard copy format from the Academy's main office and then submitted either to by email to the academy office or by post/hand delivery to the Academy's main office marked for the attention of the Admission authority.
35. The Admission authority will notify parents of the outcome of their request in writing and will explain its reasons in sufficient detail for them to understand why it came to that decision. Where the request is agreed in principle, the letter should accompany the application for admission subsequently made.
36. Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, however they may complain to the Academy about the outcome if they wish.

Statutory Right of Appeal

37. Parents have a statutory right of appeal to an independent Admission Appeal Panel against the refusal of a place at the Academy. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.
38. The Academy will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before 28 February 2026.

Waiting List

39. The Academy has a waiting list for each year group, which continues to run throughout each school year and into the next. Waiting lists are maintained until Dec 31st each year and then names will be removed unless parents have informed the school they would like their **child's name to remain on the list.**
40. Waiting lists are ranked by reference to the oversubscription criteria above, and not by reference to the date that the child/ applicant's name was added to the list. This means a child/applicant's name can go up, as well as down, the list as more names are added.
41. When a place becomes available, the tie breaker set out above (i.e. distance then random allocation) will be used to determine which child/applicant in the highest category (if more than one) will be offered the place.
42. Children allocated a place under the Fair Access Protocol (which all schools are required to participate in) will take precedence over children on the waiting lists.

Review and Determination of Admission Arrangements

43. The admission arrangements for an Academy must be determined every year by the Board of Trustees. Where any changes are proposed from the criteria determined for the previous intake, these must be consulted on for a minimum of 6 calendar weeks between 1 October and 31 January, ahead of determination on or before 28 February.
44. The admission arrangements for the 2027 intake were determined **(TBC Jan 2026)**

North Bromsgrove High School Sixth Form Admissions Policy

Year 12 and Year 13 and Oversubscription Criteria

North Bromsgrove High School offers a wide range of both A Level and Vocational qualifications. The agreed funding capacity for the Sixth Form is for a total of 250 students across Years 12 and 13. We expect to respond to the needs of those students who follow the application process and meet the entry requirements for their chosen courses. A sufficient number of places are available to provide for all Year 11 students already at the school, who wish to continue their Post-16 studies with us, subject to minimum entry requirements as detailed below.

We continue to welcome applicants from other schools who wish to undertake post-16 studies at North Bromsgrove High School (PAN is external 10 students), where places are available and subject to the same minimum entry requirements as detailed below.

A Sixth Form Open Evening is held annually, usually during October/November. Details will be published on the school's website.

Entry Requirements

- Students must achieve a minimum of five Grade 4s at GCSE. It is preferable that English and Maths are two of the five.
- Each subject will also have its own criteria which are available on the school website.

Offers and Places

- All students who are on roll within North Bromsgrove High School in Year 11 at the time of application, and who will complete Year 11, are automatically offered places in Year 12 provided they achieve the published entry requirements.
- If a North Bromsgrove High School student does not take up this offer, but subsequently decides after 01 September that they do wish to join Sixth form, they will join the waiting list and only be offered a place if one becomes available under the terms of the published Oversubscription Criteria. Such requests will not be considered after 30 September of the new Year 12 academic year.

Late Applications

- If the volume of applications is particularly high, applications after the deadline may not be accepted. Should late applications be accepted after the deadline of 31 January, they will be treated as lower priority than those applications received on time and may join a waiting list. The waiting list will be held until 30 September (of the following academic year).
- Students on the waiting list will be re-ranked strictly in accordance with the published Oversubscription Criteria (see below) and the applicant who ranks

highest at that time would be made a conditional offer of a place, subject to them meeting the published entry criteria.

Oversubscription Criteria

Where there are late applications, conditional offers of places will be made subject to availability, in the following order of priority:

1. Children Looked After and previously Looked After, including children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption.
2. Students with a sibling on roll at North Bromsgrove High School at the date of application who is likely to remain on roll at the date of admission.
3. Students whose home is nearest the school by the shortest direct line.
4. In the event of a tie-break on distance from home then lots will be drawn for any available place.

Where there are too many applications from within the first category, applications will be given priority if they meet the conditions of the second category and so on.

Other Applicants

Applications from students who are younger or older than the usual age for starting Sixth Form study and applications from students whose home is not in the UK or who have non-UK qualifications will be considered in an individual basis. The Director of Sixth Form should be contacted for an initial discussion.

Students with an Education, Health and Care Plan

- The Trustees follow the DfE SEND Code of Practice on the admission of students with Education, Health and Care Plans (EHCP)
- Students for whom North Bromsgrove High School has been named as a school on their EHCP will automatically be offered places unless:
 1. It would be unsuitable for the age, ability, aptitude or SEN of the young person or;
 2. The attendance of the young person would be incompatible with the efficient education of others, or the efficient use of resources.

Appeals

- Appeals for Sixth Form will not be heard before confirmation of the examination results on which the offer of a place depends. Such appeals will be heard within

30 school days of being lodged. Appeals lodged after the deadline for lodging appeals will be heard as soon as is reasonably practical.

- If parents/guardians wish to appeal, they should write, setting out the grounds for appeal, to the clerk of the Board of Trustees of Shires Multi Academy Trust within 20 school days of receipt of confirmation that the application was unsuccessful. Parents/guardians will receive at least 10 school days' notice of the date of the appeal hearing but in exceptional circumstances will have the right to waive this notice. Parents/guardians will usually receive notice of the outcome of the appeal within five school days of the hearing.
- Parents/guardians are invited to attend the hearing of the appeal and make their case to the panel, although if this invitation is declined the appeal may be heard on the basis of written evidence only. Parents/guardians may be represented or accompanied by a friend or relative and must inform the school in advance if they wish to call any witnesses or be represented at the hearing. Further information on appeals is available on request from the school. Only one appeal is permitted in respect of the same academic year.