



Haberdashers' West Midlands Academies Trust
Haberdashers' Abraham Darby

ADMISSIONS POLICY 2024-2025

Admission Arrangements for September 2024
(date of determination 19th January 2023)

Admission of Pupils to Haberdashers' Abraham Darby

Admissions to Haberdashers' Abraham Darby will be made in accordance with the statutory School Admissions Code and the School Admissions Appeals Code.

Haberdashers' Abraham Darby will take will participate in the co-ordinated admission arrangements operated by Telford & Wrekin Local Authority and will take part in the Admissions Forum set up by Telford & Wrekin Local Authority and have regard to its advice.

The Academy holds a well-publicised Open Evening each autumn term usually end of September/beginning of October. We also offer tours of the Academy for prospective parents and their child/ren during the school day. Parents should phone the Academy's House Office on 01952 386027 to make an appointment.

Arrangements for admission to 11-16 Provision

The named person for Admissions to 11-16 Provision at the Academy is Mrs Clemency Price (Vice Principal)

The named person for dealing with admissions to Year 7 each year is Mrs Lucy Duggan (Transition Manager)

The admission arrangements for Haberdashers' Abraham Darby are:

- a) Haberdashers' Abraham Darby has an agreed Published Admission Number (PAN) of 180 pupils for each year group. Haberdashers' Abraham Darby will accordingly admit at least 180 pupils in the relevant age group each year if sufficient applications are received. If the number of applicants is over 180 then the oversubscription criteria will be used, in accordance with the criteria embodied in the Funding Agreement between the Academy and the Secretary of State for Education.
- b) Haberdashers' Abraham Darby may set a higher admission number as its Published Admission Number (PAN) for any specific year. Before setting an admission number higher than its agreed admission number, Haberdashers' Abraham Darby will consult those listed overleaf. Pupils will

not be admitted above the Published Admission Number unless exceptional circumstances apply, and such circumstances shall be reported to the Secretary of State for Education.

Procedures for Admission and Applications

As part of the National Co-ordinated Admissions Arrangements across all Admissions Authorities, **parents/guardians are required to complete a Preference Form** provided by their Local Authority. This form must be completed and returned to the Local Authority **before 31st October**.

Application for places at Haberdashers' Abraham Darby will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the on-line Preference Application Form provided and administered by Telford & Wrekin Council:

www.telford.gov.uk/info/20026/school_admissions/13/secondary_school_admissions

Parents/guardians can complete an online application form at www.telford.gov.uk/admissions. If parents do not have access to a computer, they can go to their local library and ask a member of staff to help them submit an on-line application.

Parents/guardians are advised to read the Telford & Wrekin Children's Services – Education "Information for Parents/Guardians about admission to Secondary School" which will be provided with the Local Authority Admissions Preference Form. This is available on the Telford & Wrekin Council's website at www.telford.gov.uk/admissions

The Academy will liaise with Telford & Wrekin Children's Services and other local neighbouring Local Authorities in keeping with the National Co-ordinated Admissions Procedure during the process.

Parents/guardians need to be aware that preferences relating to the ranking and the naming of Haberdashers' Abraham Darby on the Local Authorities Preference Form are taken into consideration by the Local Authorities. Applicants can select up to four schools in an order of preference.

Haberdashers' Abraham Darby will use the following timetable for applications each year which, whenever possible, will fit in with the common timetable agreed by the Telford & Wrekin Admissions Forum (the exact dates from year to year will be published on our website):

Timetable for Year 7 Admissions

- a) **Early September** – Haberdashers' Abraham Darby will publish information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of open evening/days and other opportunities for prospective students and their parents to visit the academy. Haberdashers' Abraham Darby will also provide information to the LA for inclusion in the composite prospectus as required.
- b) **Mid-September/Early October** – Haberdashers' Abraham Darby will provide opportunities for prospective students and their parents/families to visit the Academy.
- c) **Late September/Early October** – Closing date for applications based on the basis of aptitude in music or sport. Please refer to our website for further details of how to apply for one of these places.
- d) **Mid October** – Musical and Sporting Aptitude Tests to be held at the Academy.
- e) **31st October** – National closing date for Preference Application Forms to be completed by families and returned to the Local Authority to process and administer. Any applications received after this date will **not** be considered until after the national offer date of 1st March. Late applications will be considered in the second allocation round.
- f) **Late November** – The Local Authority sends initial list of applications to the Academy.
- g) **Early January** – The Academy sends list of students to be offered places to the LA.

- h) **January/February** – The Local Authority applies agreed scheme to allocate places in community and controlled secondary schools, informing other Local Authorities of offers to be made to their residents.
- i) **1st March** – Official school offers made to parents/guardians. The Local Authority informs parents if their child has been offered and allocated a place at Haberdashers' Abraham Darby
- j) **15th March** - Parents should complete and return the acceptance form by this date
- k) **31st March** – appeals form and supporting documents should be submitted to the Clerk to the Appeals Panel – email: HADAppeals@taw.org.uk
- l) **May** – first round of appeals considered and heard
- m) **Mid/End June** – late appeals considered and heard
- n) **July** - New intake induction days and evening will take place. Parents will be contacted with further details.

Consideration of Applications

Haberdashers' Abraham Darby will consider all applications for places. Where fewer than the published admission number (PAN) for any relevant age group are received, Haberdashers' Abraham Darby will offer places to all those who have applied. Haberdashers' Abraham Darby does not give priority to applications from pupils enrolled at particular schools.

Late Applications (taken from Telford & Wrekin's late application rules)

The policy on late applications for Haberdashers' Abraham Darby is in line with the Telford & Wrekin's Children's Services arrangements.

Preference Forms and, where appropriate, schools' own Registration Forms, received after the closing date, are classed as late applications. Any requests to change the name or ranking of a school made after the closing date will be classed as a late application.

Late applications will normally be considered for places after all the applications that were received by the closing date. Therefore, late applications may be less likely to be offered a place at one of their preferred schools.

If a Telford & Wrekin Preference Form is received after the closing date, the application will be passed to the appropriate admission authority for consideration under its Late Application Policy. Each admission authority is required to publish its own Late Application Policy for all Telford & Wrekin community and voluntary controlled schools is shown below which Haberdashers' Abraham Darby will comply with:

"The closing date for applications is 31 October. If, because of a substantial change in circumstances (such as moving house) your child's form is submitted late, or you need to change your preferences, we will be able to accept these until 23 January. Late applications and changes of preference are only usually acceptable where there is a very good reason like a house move or the severe illness of a single parent. Some proof will be required. If you have no exceptional reason for a late application, then we will not be able to consider your request at the initial allocation stage. If your application is received late, you will not receive a school allocation at the beginning of March, but your preferences will be considered at the review stage."

Procedures where Haberdashers' Abraham Darby is Over-subscribed

Where the number of applications for admission is greater than the published admissions number (180), applications will be considered against the criteria set out below. When Haberdashers' Abraham Darby is oversubscribed, after the admission of pupils with Education, Health, and Care Plans (EHCP) where the Academy is named on the EHCP, the criteria will be applied in the order in which they are set out below:

1. Looked after Children and Previously Looked after Children

2. In accordance with the School Admissions Code of Practice, 10% of the agreed admission number of the pupils will be admitted on the basis of aptitude in music or sport, using a specified assessment process, which will be published on the Academy's website (this includes pupils living both inside and outside the designated admissions area). 6.66% (12) places will be allocated with a proven aptitude in music and 3.33% (6) places with a proven aptitude in sport. However, if fewer pupils qualify to be admitted under either proven aptitude in music or in sport, then the percentage admitted under the other category could be increased accordingly. (For example, if only 5% were to qualify under Music, then up to 5% could be admitted under Sport). The Academy will seek to maintain this 10% balance in each year group; if a child originally admitted under criterion 2 subsequently leaves, the Academy reserves the right to admit a child under the admissions process using this criterion.
3. Children who live in the Academy's defined attendance area. If places are unavailable for all these local children, then they will be allocated first to:
 - a) Those children who have exceptional health reasons where there is written medical evidence that admission to the Academy is essential for their well-being; and then
 - b) Those children who have a sibling, on the day their application is submitted, that attend the Academy full-time (from Years 7 to 13) living as a family at the same address (siblings include: a brother, sister, step brother, step sister, half-brother, or half-sister).
 - c) Other children living in the Academy's defined attendance area.
4. Children of staff at the Academy (living both inside and outside the designated admissions area, including peripatetic staff):
 - a) Where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Any places which remain available will then be allocated to applicants from outside the Academy's defined attendance area in the priority order 1 to 4 as above.

If there are insufficient places for all children in any of the above categories, places will be given on the basis of straight-line distance between a central point in the Academy buildings and a central point in the child's home address. The distances will be measured using the Telford & Wrekin's computerised mapping system which is Geographical Information System. The defined area is published on Telford & Wrekin's website www.telford.gov.uk and is set out in Telford & Wrekin's composite prospectus.

If there are insufficient places for all applicants and we cannot distinguish between two or more applicants using these criteria (such as children who live in the same block of flats or who are the result of a multiple birth) available places will be allocated randomly by drawing lots.

Children who are **Looked After (in public care)** are those children who are the subject of a court order, and the local authority shares parental responsibility with the natural parents, or others who hold parental responsibility; and children who are looked after by the local authority under a voluntary agreement with the parent. This criteria includes children who were previously looked after but ceased to be so because they were adopted or became subject of a residence order or special guardianship order immediately following being looked after.

A child's **home address** is classified as the permanent residence of the parent(s) or legal guardian(s) who has care of the child. There must be evidence it is not temporary or for the purposes of gaining advantage to seek admission. The Local Authority or Academy may ask for proof in such cases where it may be suspected that unfair advantage is being sought by applicants on the issue of residence. Where a child lives separately with each parent (who have shared responsibility) for part of the week, the address where the child spends the majority of the week will be classified as the home address for the purposes of admissions. In the event of equal shared care, parents must opt to use one address for all the preferences expressed. The admission of children with **Education, Health, and Care Plans (EHCP)** will be in accordance with parental preference as far as is possible and will be agreed between the parent, the Academy, and the Local Authority. These admissions will be counted towards

the Academy's Published Admission Number.

Operation of Waiting Lists for Admission to Year 7

Where in any year Haberdashers' Abraham Darby receives more applications for places than there are places available, a waiting list will operate. All unsuccessful Year 7 applicants can be placed on the Academy's Waiting List which is maintained by the Local Authority on behalf of the Academy. Parents need to contact Telford & Wrekin Local Authority to ask for their child to be placed on the waiting list of Haberdashers' Abraham Darby.

Children's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out on page 3. Where places become vacant, they will be allocated to children on the waiting list in accordance with the published over-subscription criteria 1-5.

In-Year Admission Arrangements for Admitting Pupils to Other Year Groups

Any parent can apply for a school place for their child at any time outside the normal admission round. Subject to any provisions in the Local Authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year entry, the Haberdashers' Abraham Darby will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria, outlined on page 2, shall apply.

To apply for an in-year school place at Haberdashers' Abraham Darby you will need to complete and submit the Telford & Wrekin Local Authority online application form using the link below:

[Link to T&W School Admissions Portal to apply for a school place](#)

The School Admissions Team will aim to process your application within 15 school days.

Where a child does not have a school place and it is not possible to offer you a place at Haberdashers' Abraham Darby, the outcome of your application will inform you which local schools may have places available and you should contact the admissions team to request any additional preferences. Where a place at a local school is not available for your child, they may be referred for placement in line with the Fair Access Protocol, to which Haberdashers' Abraham Darby participates in.

If your child is not offered a place at Haberdashers' Abraham Darby, you can request for your child to be added to our waiting list. Parents also have the right to appeal the decision – see further information on '*Appealing for a place at Haberdashers' Abraham Darby*' as set out in this policy. Also further information on waiting list and appeals will be provided in your application outcome.

[Please click on the link for further information on in-year admissions Introduction - In Year Admissions - Telford & Wrekin Council](#)

For general enquiries and further information on in-year admissions please contact the School Admissions team using the details below:

School Admissions Team
Telford & Wrekin Council
Darby House
Telford
TF3 4JA
Email: admissions@telford.gov.uk

Appealing for a Place at Haberdashers' Abraham Darby

Parents/guardians who do not obtain a place for their child may appeal against the decision. Please

refer to the Admissions/Appeals section of our website for further details and to download the relevant Appeals Application Form. <https://www.haberdashersabrahamdarby.co.uk/appeals/>

An Independent Appeals Panel will be appointed in accordance with the provisions of the statutory School Admission Appeals Code.

We would strongly advise all parents/carers to carefully read the guidance notes available on the website before completing and submitting their appeal form. Link to Guidance Notes for Parents: [Click Here](#) These guidance notes are intended to be read alongside the appeals form to provide parents/carers with guidance in completing the appeal form and information relating to the admission appeal process. A paper copy of the relevant Appeals Application Form is also available to collect from the Academy's reception.

Year 7 Appeals for September 2024 – Parents/guardians who are unsuccessful in being allocated a Year 7 place at Haberdashers' Abraham Darby for the September 2024 intake, have the right of appeal. The interactive appeals form is available on our website - Link to form: [New Year 7 Appeals Form](#) and paper copies are available from the Academy. The appeals form should be completed in full (clearly indicating why parents are appealing for a place) and should be returned, along with any supporting documents, electronically by **no later than 31st March 2024** to HADAppeals@taw.org.uk. Alternatively, it can be posted to the Clerk to the Appeals Panel c/o Haberdashers' Abraham Darby to be received no later than 31st March. Appeals will be held usually during May and the Clerk to the Appeals Panel will inform you of the date of the appeals and how the process will run. Please do not hesitate to telephone the Academy if you wish to discuss this process further – 01952 386000.

In-Year Appeals – If your child has been refused a place in any year group at Haberdashers' Abraham Darby during the current academic year, parents/guardians have the right of appeal. The interactive in-year appeals form is available on our website – Link to form: [In-Year Appeals Form](#) and paper copies are available from the Academy. The in-year appeals form should be completed in full (clearly indicating why parents are appealing for a place at Haberdashers' Abraham Darby) and returned electronically, along with any supporting documents, to HADAppeals@taw.org.uk. Alternatively, it can be posted to the Clerk to the Appeals Panel c/o Haberdashers' Abraham Darby. Parents will be notified of the date of the appeals hearing by the Clerk to the Independent Appeals Panel. Please note that appeals can take up to 6 weeks to arrange. Do not hesitate to telephone the Academy if you wish to discuss this process further – 01952 386000.

Arrangements for Appeals Panels

Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code of Practice published by the Department for Education. The determination of the appeal panel is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and provide them with a named contact who can answer any enquiries parents may have about the process. The Academy may, if it chooses, enter into an agreement with the local authority for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

SIXTH FORM ADMISSIONS

Arrangements for Admission to Post 16 Provision

The named person for Admissions to Haberdashers' Abraham Darby Sixth Form is Mr D Hughes

Applications are made direct to Haberdashers' Abraham Darby. We will look at every application individually and may take extenuating circumstances into account. Please refer to our website for A level subjects offered and the different routes available or contact ad.sixthform@taw.org.uk if you have any questions.

Entry Requirements to Post 16 courses at Haberdashers' Abraham Darby

- **To study A Levels** – students will need a minimum of 5 higher level GCSEs or equivalent in subjects related to those they wish to study, including a high pass in English and Maths.
- **To follow other level 3 pathways** – students will need a minimum of 5 mid-level GCSEs or equivalent, including a high pass in English and Maths.

Procedures where Sixth Form Places at Abraham Darby are Over-subscribed

In the event of places being over-subscribed the following criteria will be applied. All students must have the required qualifications for the course they wish to study (see above). The admission of children with **Education, Health, and Care Plans (EHCP)** will be in accordance with parental preference as far as is possible and will be agreed between the student, parent, the Academy, and the LA. These admissions will be counted towards the Academy's Sixth Form Admission Number.

Annual Procedures for Determining Admission Arrangements

Consultation

Where changes are proposed to admissions arrangements, all admissions authorities must consult on their admission arrangements that will apply for admission applications for the following school year. Consultation must last for a minimum of 6 weeks and must take place between 1st October and 31st January in the determination year. Where admission arrangements will not be changing from the previous year there is no requirement to consult.

Unless there is a requirement to change, Haberdashers' Abraham Darby will consult every seven years on its proposed admission arrangements to:

- a) The Admission Forum for Telford & Wrekin Council
- b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the Local Authority
- c) Any other governing body for primary and secondary schools (as far as not falling within paragraph b) above) located within the relevant area for consultation
- d) Affected admission authorities in neighbouring Local Authority areas
- e) Parents of children between the ages of two and eighteen
- f) Other persons in the relevant area who, in the opinion of the admission authority, have an interest in the proposed admissions

Publication of Admission Arrangements

Haberdashers' Abraham Darby will publish its admission arrangements once these have been determined by:

- a) Copies being sent to primary and secondary schools in Telford & Wrekin Local Authority
- b) Copies being sent to Telford & Wrekin Local Authority for inclusion in the composite prospectus for parents
- c) Copies being made available without charge on request from the Academy
- d) Copies being sent to public libraries in the area of Telford & Wrekin Local Authority for the purposes of being made available at such libraries for reference by parents and other persons

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
- c) A statement of any religious affiliation
- d) Number of places and applications for those places in the previous year
- e) Arrangements for hearing appeals.