



**Yardleys**  
**School**  
WORKING TOGETHER FOR A BETTER FUTURE

# ADMISSIONS POLICY

Adopted by Trustees:

Signed: .....

Date: .....

This policy is reviewed annually by the Curriculum & Standards Committee

Review date: .....

## POLICY INFORMATION

|                            |             |                                  |             |
|----------------------------|-------------|----------------------------------|-------------|
| Date of last review        | May 2026    | Review period                    | Annual      |
| Date ratified by governors | July 2026   | Governors' committee responsible | C&S         |
| Policy owner               | Laura Yates | SLT member responsible           | Laura Yates |
| Date of next review        | May 2027    |                                  |             |

## Reviews/revisions

| Review date | Changes made                                                                                                                                                                                                                                                                                                             | By whom        |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| June 2020   | <ul style="list-style-type: none"> <li>Included more detail with regards to admission numbers and criteria</li> <li>In-year admissions and waiting lists</li> <li>Smooth transmission aims and Yardleys School Charter</li> </ul>                                                                                        | Gurpreet Basra |
| April 2021  | No changes                                                                                                                                                                                                                                                                                                               |                |
| May 2022    | <ul style="list-style-type: none"> <li>From September 2022 – additional 10 students for incoming Year 7.</li> </ul>                                                                                                                                                                                                      |                |
| April 2023  | <ul style="list-style-type: none"> <li>The additional Year 10 students will continue for 3 years (2022-2025) in line with agreement by LEA and then reviewed again for September 2026.</li> </ul>                                                                                                                        |                |
| April 2024  | <ul style="list-style-type: none"> <li>Updated bullet point on additional 10 students Change to include the Yardleys Home School Agreement Ensure parents/carers and children are aware of the school ethos and values as demonstrated by the Yardleys School Home Partnership Agreement and Yardleys Charter</li> </ul> |                |
| June 2025   | <ul style="list-style-type: none"> <li>Clarification on the difference in PAN for each year group and who is able to direct us to go over PAN.</li> <li>Clarification on in year admission applications.</li> </ul>                                                                                                      | Laura Yates    |
| May 2026    | <ul style="list-style-type: none"> <li>Addition of the section on the admission of EHCP students</li> <li>Confirmation of PAN from September 2026</li> <li>Clarification of how in year applications are assessed.</li> </ul>                                                                                            | Laura Yates    |

|  |                                                                                                                                                                          |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <ul style="list-style-type: none"> <li>Clarification that meetings with the HOY are allowed only after a place is available and does not influence admission.</li> </ul> |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

### Dates of linked staff training (if applicable)

| Date | Course title | Led by |
|------|--------------|--------|
|      |              |        |

### EQUALITY AND GDPR

All Yardleys' policies should be read in conjunction with our Equal Opportunities and GDPR policies.

#### Statement of principle - Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

#### Statement of principle - GDPR

Yardleys School recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Yardleys School is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

#### Statement of principle – Yardleys Way

Yardleys School treats everyone equally and we value everyone the same irrespective of age; disability; gender reassignment; marriage or civil partnership; pregnancy or maternity; race; religion or belief; sex; and sexual orientation.

**This policy should be read in conjunction with the Equal Opportunities and GDPR policies.**

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**Yardleys School follows the Birmingham Local Authority standard admissions criteria as follows:**

Where the school receives more applications than it has places available, places will be offered based on the following order of priority:

1. Looked After Children (also referred to as Children in Care), or Children who were previously looked after
2. Siblings (brother or sister already at the academy who will still be in attendance the following September.
3. Distance (children who live nearest the academy).

Within each of these categories, priority is given to those who live nearest the school, calculated on the basis of a straight-line measurement between the child's home address and the main entrance to the school.

Yardleys School has adopted the Local Authority's definitions for "Looked after or previously looked after children", "Distance", "Sibling", "Shared responsibility" and "Separating final qualifier" applications (blocks of flats etc....)". The school uses the Local Authority to calculate the distance for waiting list purposes and to hear any admissions appeals.

Children who have an Education, Health and Care Plan that names Yardleys School will be admitted to the school where it is named, in accordance with section 43 of the Children and Families Act 2014. This applies before the application of the oversubscription criteria.

### **The admissions number for Yardleys School**

- From September 2022, we have been admitting an additional 10 students per year group, meaning that from September 2026 each year group will have a PAN of 190. Students will not be admitted above the Published Admission Number unless directed by Fair Access or the Secretary of State for Education.
- Yardleys School will keep the Local Authority informed of its admission arrangements each year once they have been determined.
- If there are any significant changes to its Admissions Criteria or it is within 7 years of the previous consultation, Yardleys School will consult the Local Authority, parents/carers of the students at Yardleys and any other bodies deemed relevant as part of the consultation process.
- Notwithstanding these arrangements the Secretary of State may direct Yardleys School to admit a student on application from the Local Authority. Before doing so the Secretary of State will consult the school.

### **In-Year Admissions and Waiting Lists**

- Yardleys School will consider all in-year admission applications and if the Year Group applied for has a place available, admit the child. If more applications are received than places available students will be placed on a waiting list.

- All in-year applications will be assessed strictly in accordance with the school's published oversubscription criteria. No additional selection or discretion will be applied. Fair-Access students are identified and the senior team consults the Local Authority on these.
- Where, in any year, the school receives more applications for places than there are places available, a waiting list will operate. The waiting list will be maintained by school and open to any parent to ask for their child to be placed on the waiting list, following an unsuccessful application. A child's position on the waiting list will be determined in accordance to the school admissions criteria. Whenever a child leaves or joins the waiting list, it will be reordered in accordance to the school admission criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the admissions criteria. Yardleys will maintain and update a waiting list for each cohort and keep the Local Authority informed.
- Prior to a student being accepted (if there is a vacancy) the school office and/or relevant Head of Year will contact previous schools for information to ascertain if the student's records have any information that meet the criteria of Fair-Access Sharing Panel.
- If a place is offered, the Head of Year will meet the student, parents/carers and will provide an information pack, provide a tour of the school and go through expectations and ethos of Yardleys School by discussing the Yardleys Charter. A provisional start date will be agreed.
- Parents/carers will have the right to appeal if they are dissatisfied with an admission decision of the school. Yardleys School uses the Local Authority to hear any admissions appeals.

**To ensure smooth transition, Yardleys School aims to:**

- Ensure parents/carers and children are aware of the school ethos and values as demonstrated by the Yardleys School Home Partnership Agreement and Yardleys Charter.
- Work with parents/carers to feel that they are confident that they are entrusting their children into a caring and stimulating environment.
- Provide strong pastoral support systems which supports the needs of the transferring children as appropriate including those who experience difficulties.
- Make students feel welcome in their new environment and eliminate worries and concerns students may have about the process of moving from primary to secondary education. This is achieved through direct links and visits to primary feeder schools by key pastoral staff, primary school useful information and data for parents to be completed pre-transfer, induction events and a welcome information booklet.

The Yardleys Charter underpins the school vision, ethos and values. To create **a safe and supportive learning environment** in which all members of the school are **working together** to develop their maximum potential.

# Yardleys School Charter



Staff & Students believe everyone at Yardleys School should:



**Be Ready**

- show **positivity** and enthusiasm;
- be motivated & have high expectations of ourselves & others;
- be **curious** and ready to learn new things;
- be fully prepared for all activities with everything you need;
- communicate with others regularly and effectively;
- have excellent attendance and punctuality;
- be well presented and smartly dressed;
- show **resilience** when faced with challenges



**Be Respectful**

- recognise that we are all equal individuals;
- have regard for each other's personal space and privacy;
- take care of the building, equipment and the environment;
- be polite, considerate and kind to everyone;
- communicate in a calm and polite manner;
- actively listen to others;
- appreciate others' beliefs, opinions & cultures;
- show **empathy** and maturity when dealing with sensitive issues



**Be Responsible**

- be safe and look after each other;
- complete work on time and to a high standard;
- behave well with **integrity**: even when no-one is watching;
- be a positive role model and representative of the school;
- recognise that we are responsible for our own actions;
- be fair in your treatment of others;
- give our full effort to everything you do;
- **reflect** on all that we do and learn from our mistakes

Leading to Academic Excellence and Personal Development

**WORKING TOGETHER FOR A BETTER FUTURE**



Positivity



Integrity



Curiosity



Resilience



Empathy



Reflection