



Shireland Collegiate Academy Trust

Shireland Collegiate Academy Admissions Policy 2026/27

Committee and Date Approved	Trust Board	Spring 2025
Category	Statutory	
Review Cycle	Annually	
Officer Responsible	CEO	

Introductory statement

Shireland Collegiate Academy (SCA) is a 11-18 Secondary School supported by Shireland Collegiate Academy Trust. It aims to provide a high-quality education for local children and prepare them for further education or employment in a safe and welcoming environment.

Our inclusive admissions process will at all times be open, transparent and fair, and will meet the requirements of the national Schools Admissions Code, the Appeals Code and Admissions Legislation.

Our vision and values

Our mission at SCA is to develop a generation of learners who aim higher, see further, and are concerned for all. They will learn in a way that encourages both independence and

Fair Banding

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

Parents will have the right of appeal to an Independent Appeals Panel if they are dissatisfied with an admission decision. The arrangements for appeals will be in line with the Code on School Admission Appeals published by the Department for Education. The determination of the Appeals Panel will be made in accordance with the Code on School Admission Appeals and is binding on all parties. (For further information about appeals, see Appendix A)

Timetable for Aptitude Tests

March 2025	Details of Aptitude Test on Shireland Collegiate Academy website: www.collegiateacademy.org.uk
1 st May 2025	Aptitude Test registration opens

Sixth Form (Post-16) Admissions

Making an Application

Information concerning the Sixth Form is available to view on the Shireland Collegiate Academy website along with details of courses available and option blocks. Applicants must complete the application form on the website [Sixth Form Admissions Process - Shireland Collegiate Academy](#)

The closing date for receipt of applications for admission into Sixth Form for September 2025 is 1st September 2026. Students entering Shireland Sixth Form will be expected to read and sign a learning agreement which outlines the commitment required to be successful in Sixth Form study and the support that students can expect to receive from Academy staff. In addition, Sixth Form students must recognise that they are part of a large community and have a responsibility to abide by our dress code and conduct themselves in a manner that supports the Academy ethos.

Admissions Criteria

The law requires the Academy to admit students with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) where a Local Authority has specifically named Shireland Collegiate Academy as the most appropriate placement and where they meet the academic requirements of their chosen course. These applications will usually be agreed in advance of the main allocation process. Where they are a late application, the Academy can be required to admit even if the admission number for external applicants has been reached. Students with a EHCP admitted to the Resource Unit will be allocated places in excess of the admission number (to be limited to the maximum capacity of the Inclusion Unit).

Other Students

Admission to Sixth Form will be as follows:

- Students currently in Year 11 at Shireland Collegiate Academy (referred to as

Parents/carers are required to accept or

Appendix A - Appeals

The Governing Body of Shireland Collegiate Academy (SCA) has contracted the appeals function to Sandwell Local Authority (LA).

If you are unhappy with the school allocated to you (even if it was your first preference) and

Before deciding to appeal, you may wish to contact the Advisory Centre for Education (0808 800 5793) who will provide you with free, impartial advice.

If you choose to exercise your right of appeal, arrangements will be made for you to attend an appeal hearing. The Appeals Panel is independent of the LA and SCA and is arranged by Democratic Services of the Council. The Panel will consist of 3 or 5 members. There will also be someone representing SCA (this will be a LA officer) and a clerk from Democratic Services in attendance. At the meeting, you will be invited to say why you would like your child to go to SCA rather than the one offered. The LA officer will explain why a place at SCA has been refused.

You cannot appeal for SCA if you did not list it on your common application form. The LA recommends that you accept the school that has been offered to you even if you decide to appeal for SCA. By accepting the school offered, you will guarantee a school place for your child. If you refuse the place, you are likely to be reducing the options which may be available to you. Accepting the place will have no bearing on the outcome of your appeal.

Appeal hearings will normally be held within 40 school days of the deadline for submitting an appeal i.e during the late Spring and early Summer Terms. You will be given 10 of an appeal hearing date and time. Appeals for heavily oversubscribed schools can last for up to two weeks. You will be notified of the decision no later than five school days after the last hearing unless there is good reason why the decision has been delayed.

The decision of the Panel is binding on parents, the LA, and schools. The Council, Councillors and even Members of Parliament are unable to change its decision. If you think that the appeal process has been conducted unfairly you can complain to the Local Government Ombudsman. However, the Ombudsman does not have the power to change the decision of the Panel.

All arrangements for allocation of school places and for appeals will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department for Education.

Notes

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is