

**SIR GRAHAM BALFOUR MAT POLICIES AND PROCEDURES**

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**SIR GRAHAM BALFOUR MAT**



**ADMISSIONS  
POLICY**

## CHANGE CONTROL

<i>Date</i>	<i>Issue</i>	<i>Details of change</i>
07/04/2017	0.a	Initial Draft
30/06/2017	0.b	Updated following review by Trustees
19/07/2017	1.0	Updated following approval at Board Meeting 18/07/2017
March 2021	1.a	Updated following review by Trustees
24/03/2021	2.0	Updated following approval at Board Meeting 24/03/2021

Next Review	March 2023
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## AUTHORISATION

Approved at the Board Meeting on 24<sup>th</sup> March 2021

Signed:



29/4/2021

Chair of Board

Date

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## **Admissions Policy**

### **Introduction**

A 'Secondary Information for Parents' booklet is published by the Local Authority each year, giving details of the Local Authority's co-ordinated admissions arrangements. This is available from Local Authority Offices, on the Staffordshire County Council website and on request from the Local Authority directly.

In the Autumn term of each academic year, parents/carers of children in Year 6 in the county's primary schools should receive a letter reminding them that they now need to apply for a secondary place.

All initial correspondence and any reminders of the deadline for applications will come through the child's primary school. Parents/carers should, therefore, ensure that the contact details held by the primary school are up-to-date.

The co-ordination of admissions arrangements for applications into year 7 is undertaken by the Local Authority.

### **Aim**

The aim of this document is to ensure the following:

- Students are admitted to the Sir Graham Balfour Multi Academy Trust (SGBMAT) in accordance with statutory requirements.
- The number of students to be admitted to the schools within the SGBMAT in any particular academic year is agreed with the appropriate authority.

### **Key Elements**

For all advice and guidance on the process of admissions to the SGBMAT please use the following links below.

For general admission arrangements to Staffordshire schools, please go to <https://www.staffordshire.gov.uk/Education/Admissions-secondary/Current-arrangements/Overview.aspx>

For specific information on making an application to Staffordshire Schools go to <https://www.staffordshire.gov.uk/Education/Admissions-secondary/Apply/Overview.aspx>

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For Staffordshire schools Admission Criteria go to  
<https://www.staffordshire.gov.uk/Education/Admissions-secondary/Current-arrangements/Proposed-maintained-schools-middle-and-high-2021.aspx>

Follow this link for the allocation of school places  
<https://www.staffordshire.gov.uk/Education/Admissions-secondary/Allocation.aspx>

The current admission number (PAN) for Sir Graham Balfour School is 170

### **In-Year Transfers between Secondary Schools**

Parents/Carers who would like their child to transfer to a school within the SGBMAT from another secondary school must complete an ***In-Year Transfer Application Form*** and return this to the relevant school for consideration. Please follow the link for advice and guidance on in-year transfer arrangements.

<https://www.staffordshire.gov.uk/Education/Admissions-primary/In-year/In-year-school-admissions.aspx>

### **Appeals process**

If you have been refused a place at your preferred Staffordshire school and you are dissatisfied with the school place offered you have the right to lodge a formal appeal against this decision to an Independent Appeals Panel. The following information is designed to help you understand the appeal process:

<https://www.staffordshire.gov.uk/Education/Admissionappeals/home.aspx>

For any specific enquires regarding admissions within the SGBMAT please contact the relevant school and speak to the member of staff responsible for Admissions.

### **Monitoring and Evaluation**

The SGBMAT Board will formally review this policy biennially or more frequently if circumstances or legislation suggest it is appropriate.