

Admission Policy September 2025

School name	King Edward VI Balaam Wood Academy		
School address	New Street, Frankley, Birmingham, B45 0EU		
Headteacher	Mr Damian McGarvey	Tel no:	0121 464 9901
Admission Number:	90		

Admissions policy statement	King Edward VI Balaam Wood Academy (“the school”) is an Academy for boys and girls aged 11-16 years.
Criteria	<p>Where the number of eligible applications for admission exceeds the number of places available at the school, places are offered as follows:</p> <ol style="list-style-type: none"> 1. Looked After Children / Previously Looked After Children 2. Children with an older sibling at the school who will still be in attendance in September of the year admission is sought 3. Children who live nearest the school <p>Within each category, priority is given to those living closest to the school. Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and the centre of the main school building. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address within this system. An applicant’s home address will be verified by the local authority as part of the school application process. If a parent/carer knowingly provides false information which would affect the success of their application, they may have the offer of a school place withdrawn.</p> <p>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 social services functions (see the definition in Section 22(1) of the Children Act 1989).</p> <p>A Previously Looked After Child is a child who after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.</p> <p>Siblings are considered to be those children who live at the same address and either have one or both natural parents in common, are related by a parent’s marriage or are adopted or fostered by a common parent.</p> <p>Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings. Children not adopted or fostered or related by a parents’ marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.</p>

<p>Shared Responsibility</p>	<p>Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence to support the address used.</p>
<p>Separating “final qualifier” Applications (twins, blocks of flats etc)</p>	<p>In a very small number of cases it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or where there are twins, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place.</p>
<p>Procedural Arrangements for Admission</p>	<p>Parents/carers are required to complete their home Local Authority (LA) common application form ranking their choice of schools in order of preference. Only the LA will know the rankings and this must be submitted to the LA by 31 October. Any change of address or change of preference after this date will not be considered until after places have been offered in March.</p> <p>Where the school has been named on a child’s Education, Health & Care Plan (EHC) the child will be admitted. The naming of the school is undertaken after a statutory consultation with the school so as to consider whether the school is suitable for the child. This is not an oversubscription criterion but the Admission Number will reduce accordingly for all other applicants.</p> <p>Places at the school will be offered in accordance with the admissions policy outlined above. Parents will be notified in writing on 1 March or next working day which school their child has been offered.</p> <p>Parents have a statutory right of appeal if they are not satisfied with the place offered. Parents can appeal for only the preferred schools that have been indicated on the LA preference form. Appeals are administered by the LA and must be lodged by a date in March, which will be specified in the LA offer letter. Appeals are submitted online by visiting www.birmingham.gov.uk/schooladmissions Appeals are heard by a panel that are independent of the school/admission authority and the LA.</p>
<p>Admission of children outside of their normal age group</p>	<p>Summer born children who are outside the stated age group but have been taught with a younger cohort throughout primary school may be considered for admission to the school in September.</p> <p>A letter confirming the child is taught outside their normal age group and the reason(s) for this will be requested from the primary school along with any other evidence that is deemed relevant to each case. The Admission Authority will make a decision whether to allow an application to enter Year 7 outside their normal age group based on the circumstances of each case and will notify the parent/carer of its decision.</p>

<p>Policy and Procedural Arrangements for In-Year Admissions and Waiting Lists (Years 7-11)</p>	<p>At any point from September after the pupil starts Year 7, parents may apply for a place by contacting the academy directly. The academy will provide an in-year application form. In-year vacancies normally only become available if a current pupil is leaving the school. Any applicant who cannot be offered a place will be added to the school's waiting list which is held in accordance with the admissions criteria above and parents will be informed of their right of appeal. The academy will aim to notify parents of the outcome of their in-year application within 10 school days, and will notify them in writing within 15 school days.</p> <p>A child's position on the waiting list will be determined solely in accordance with the arrangements outlined above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.</p> <p>The Academy will provide details of places available to the Local Authority within two school days of a request for the information. This enables the local authority to monitor availability of academy places in Birmingham and supports Keeping Children Safe in Education.</p>
	<p>The Academy will notify the local authority of an In-Year application and its outcome as soon as reasonably practicable, aiming to do so within two school days.</p> <p>Children referred for placement via the Fair Access Protocol must be allocated a school place within 20 school days.</p> <p>King Edward VI Balaam Wood Academy is part of the OAKS Collegiate of schools and acts in accordance with the Fair Access Protocol.</p>