



**Dame Elizabeth
Cadbury School**

A Proud Member of
Matrix Academy Trust

Dame Elizabeth Cadbury School

For the academic year 2023-2024

Dame Elizabeth Cadbury School is part of an inter-LA Co-ordinated Admission Scheme

All dates referred to within this document are in line with this scheme

Birmingham Council's online application process will open in September 2022

Closing date for the submission of applications is 31st October 2022

Notification date – 1st March 2023 (or next working day if 1st March is not a working day)

The school, as its own Admission Authority, is required to consult on admission arrangements every seven years unless there has been a change to the criteria.

Once the consultation process has taken place determined arrangements are forwarded to consultees.

It should be noted that where a child meets the admission criteria of two or more schools named in their application then they will be allocated a place at the highest ranked of these schools.

For admissions to Sixth Form, applications should be made directly to Dame Elizabeth Cadbury School.

ADMISSION ARRANGEMENTS 2023-2024

Dame Elizabeth Cadbury School is a mixed 11-19 Academy with 849 pupils. The school's admission policy is in accordance with the guidelines below:

Entry into Year 7 September 2023

Pupils will be admitted without reference to ability, aptitude, race or religion. The Published Admission Number in 2023 will be 130.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below:

1. Children in Public Care (looked after children) and previously looked after children

Definition: A 'looked after child' or a child who was previously looked after but immediately 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. 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.

2. Where a child has an older sibling currently attending the school when the application is made and who will be still attending the school in Years 8 – 13 in September of the relevant year. Siblings of Sixth Form students qualify for a sibling claim.

Definition: a child who resides at the same address as the child for whom a place is being requested and is one of the following:

- A brother or sister sharing the same parents
- Half brother or sister sharing one common parent
- Step brother or sister (i.e. related by parent's marriage)
- Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residency order)

3. Children of Staff employed at The Academy

Where a member of staff (**) has been employed at The Academy for two or more years at the time at which the application for admission is made/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage / or the member of staff has been seconded to support another school within the Matrix Academy Trust.

** All full time teaching staff
All full time support staff – (defined as those on a 37 hour week and above contract)

The definition does not include contract staff. If service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion.

4. Proximity of the child's home to the school, with those living nearest being accorded the higher priority, the distance being measured in a straight line

Definition of home address: the home address of the child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either owned by the child's parent, parents or guardian or leased to or rented by the child's parent, parents or guardian under lease or written rental agreement of not less than six months duration

Distance between home and school will be a straight line measurement from the front door of the pupil's residence to the front gates of the school on the drive leading to the school's main entrance doors and reception. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the coordinates that are used to plot an applicant's home address within this system.

Children with a statement of special educational needs

Any child with a statement of special educational needs is required to be admitted to the school that is named in the statement. This gives such children overall priority for admission to the named school. This is not an oversubscription criterion.

Waiting List Policy (Year 7 Intake)

Until 31st August 2023 parents may enquire about their child's position on the Waiting List by contacting the Admissions and Pupil Place Planning Team on 0121 303 1888. From 1st September 2023 the waiting list will be maintained by the school and parents should make enquiries by contacting Dame Elizabeth Cadbury School Admissions on 0121 464 4040.

From 1st September 2023 parents wishing their child/ren to be placed on the Waiting List should contact Dame Elizabeth Cadbury School Admissions in writing to make their requests.

In-Year Admissions

The school manages its own mid-year admissions. Applications for in-year admission (age groups other than the normal year of entry) must be made to Dame Elizabeth Cadbury School Admissions using the mid-year admissions form on Dame Elizabeth Cadbury School's website.

Parents will be notified of the outcome of their application within 15 school days of receipt of a completed mid-year application form.

Appeals

Parents whose children are refused admission to the school have the right of appeal to an independent appeal panel. The necessary forms and information should be obtained from the Clerk to the Appeal Panel, Dame Elizabeth Cadbury School, Woodbrooke Road, Bournville, Birmingham, B30 1UL to whom completed forms are returned. Please mark the envelope ADMISSION – APPEAL.

Appeals in respect of Year 7 intake for September 2023 should be lodged by Friday 14th April 2023.

Sixth Form

Dame Elizabeth Cadbury School admits students to a maximum of 100 students in total in Years 12 & 13 subject to entry requirements being met. Applications to the sixth form are made directly to the school and details of the courses offered and the required criteria for each course can be found at <https://www.decschool.co.uk/admissions-2/>

Over subscription criteria is as follows on condition of meeting the entry requirements:

1. Looked after or previously looked after children
2. Children with a brother or a sister already at the school
3. Children of staff who are employed at the school
4. Children who live nearest to the school