

Admission Policy September 2025

School name	King Edward VI Lordswood School for Girls
School address	Knightlow Road, Harborne, Birmingham B17 8QB
Admission Number:	154

Admissions policy statement	King Edward VI Lordswood School for Girls (“the school”) is an Academy for girls aged 11-18 years and boys aged 16-18 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 or previously looked after children 2. Siblings** <ul style="list-style-type: none"> • A child with a sister in the school (years 7 – 11), who is already at the school and who will still be on roll at the time when the child enters the school. • A child with an older sibling in the King Edward VI Lordswood School for Girls Sixth Form who will still be on roll when the child enters the school. 3. Children who live nearest the school. <p>Within each category, priority is given to those living closest to the school. Distance will be calculated according to a straight line measurement from the applicant’s home to the front gates of the school on the drive leading to the main school entrance (as the crow flies). 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false information which would affect the success of their application, they may have the offer of a school place withdrawn.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. 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>

Shared Responsibility	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.
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Separating “final qualifier” Applications (twins, blocks of flats etc)	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.
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Procedural Arrangements for Admission	<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>
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Admission of children outside of their normal age group	<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>
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Policy and Procedural Arrangements for In-Year Admissions and Waiting Lists (Years 7-11)	<p>At any point from September after the pupil starts Year 7, parents may apply for a place by contacting the school directly. 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.</p> <p>Parents/carers will need to reapply at the start of each academic year if they want their child to be included on the waiting list where a place cannot be offered.</p>
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<p>Policy and Procedural Arrangements for Sixth Form Admissions</p>	<p><u>Admission number</u></p> <p>A limited number of external admissions is anticipated each year into Year 12. For entry into Year 12 in September 2025 this number is expected to be 50. External candidates wishing to apply for a place in the Sixth Form should contact the school. It is not necessary for parents of existing pupils to apply formally for places in Year 12 however it is expected that students share their intent to stay at King Edward VI Lordswood School for Girls by completing a transition application form by February 2025. Places will be provided to internal students who meet the entry requirements.</p> <p><u>Entry requirements</u></p> <p>To achieve entry into the Sixth Form in September 2025, prospective entrants (both internal and external candidates) must achieve the minimum entry requirements for their chosen courses. Entry requirements for each course can be viewed on the school website.</p> <p><u>Conditions of offers</u></p> <p>Offers of places in the Sixth Form will be conditional on achievement of these results in the subjects for which the candidate applied. Where the candidate has not met those requirements, the school is not obliged to offer a place on an alternative course, even where the candidate may have achieved the entry requirements in that alternative subject.</p> <p>Offers of places are conditional on the capacity of the chosen courses. Satisfaction of the grade entry criteria will not guarantee an offer if the subject is over-subscribed. In order for an offer to be made, the applicant must be applying for courses in which there is capacity in each subject the applicant has applied for.</p> <p><u>Oversubscription criteria</u></p> <p>In the event of oversubscription for external places, priority will be given to:</p> <ol style="list-style-type: none"> 1. "Looked after" or "previously looked after" children. Candidates in this category will be ranked by straight line distance of their home address to the school, with places offered to those living nearest to school; 2. Siblings (as defined above) <ol style="list-style-type: none"> a. Candidates with a sister in the school (years 7 – 11), who is already at the school and who will still be on roll at the time when the student enters the sixth form, ranked by straight line distance of their home address to the school, with places offered to those living nearest to school; b. Candidates with an older sibling in the King Edward VI Lordswood School for Girls Sixth Form who will still be on roll when the student enters the sixth form, ranked by straight line distance of their home address to the school, with places offered to those living nearest to school; 3. Candidates who are currently enrolled at our named feeder schools (King Edward VI Northfield School for Girls, King Edward VI Balaam Wood Academy, and King's Norton Boys' School). Candidates in this category will be ranked by GCSE average point score and then by distance if two candidates have the same score; 4. Candidates who live nearest to the school (according to the straight-line distance between home and school). <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</p>
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the children would cause the legal limit to be exceeded, random selection will be used to determine the child to be offered the final place.

Waiting list

Any applicant who meets the general admissions requirement but who cannot be offered a place based on the criteria detailed above will be added to the school's waiting list. The waiting list will be maintained by the school until 31 December 2025.

Confirmation of offers

Conditional offers will become 'firm' offers when a copy of GCSE results is provided by 3 pm on GCSE results day. If a student is away on this day, it is strongly advised they make arrangements for GCSE results to be delivered, uploaded, or sent by e-mail.

This is the responsibility of the applicant and results not received by the deadline may result in withdrawal of the conditional offer.

Appeals

If a student is refused a place, they have the right to an appeal to an independent appeal panel. Any appeal application should be sent to the Clerk to the Governors. The Clerk will arrange an appeal within 30 working days of receiving the appeal request. Please note that parents/carers of the student have a separate right of appeal to an independent appeal panel. Again, please send any application to the Clerk to the Governors.