



## BOA Digital Admissions Policy

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## **INTRODUCTION**

BOA Digital Technologies Academy is an 11–18 academy specialising in digital technologies. It is part of the BOA Group and a sister academy to both BOA Creative, Digital and Performing Arts Academy, and BOA Stage and Screen Production Academy.

Opened in September 2022, BOA Digital is in the heart of Birmingham, at the centre of the city's digital and creative industries. It is situated within the Eastside and Knowledge Quarter, close to Aston University, Birmingham City University (BCU) and their new STEAMhouse project.

## **ADMISSIONS NUMBER(S)**

The school has a published admission number (PAN) of 120 for entry into Year 7.

The school will admit up to this number of pupils if sufficient applications are received. Where fewer than 120 applications are submitted, the Academy Trust will offer places to all eligible applicants.

While the school does not currently have a Sixth Form, when one is established in the future, it is expected to have a total capacity of 300 students, with up to 150 places available in Year 12.

The proposed PAN for external applicants to Year 12 is 30, although this figure may be increased if fewer than 100 internal students continue from Year 11 to Year 12.

## **YEAR 7 APPLICATION PROCESS**

The Academy will process applications through the standard local authority (LA) coordinated admissions process. This means you will need to complete your local authority's Common Application Form by the deadline of 31st October.

In addition, all applicants are strongly advised to take part in a fair banding assessment, which is organised by the Academy. This assessment helps ensure a comprehensive and balanced intake across all ability levels. Registration for the fair banding test must be completed by 24th October.

## **FAIR BANDNG**

The Academy will consider all applications for places in line with our fair banding process. Where fewer than 120 applications are received, the Academy will offer places to all applicants.

Applicants who sit the Fair Banding test will be considered for admission first. Those who do not take the test will be classed as ‘non-banded’ and will be ranked for admission after all banded applicants, according to the published oversubscription criteria.

BOA Digital will use fair banding to ensure a comprehensive intake across the full ability range. All applicants who take the test will complete a standardised non-verbal reasoning assessment; this is not a pass or fail test. Based on the results, applicants will be placed into one of five ability bands—Band 1 being the highest ability and Band 5 the lowest. Places will then be allocated proportionally from each band to reflect a broad and balanced intake.

Only applicants who have selected BOA Digital as one of their secondary school preferences via the local authority by 31<sup>st</sup> October 2026 and have registered for the Fair Banding test will receive an invitation to sit the assessment. The Fair Banding test will take place on 21<sup>st</sup> November 2026.

The Academy has a PAN (published admission number) of 120 in Year 7. If more applicants apply, then the number of student places in each ability band is as followed:

	<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>	<b>Band 5</b>	<b>Total</b>
% Of students in each ability band	20%	20%	20%	20%	20%	100%
Number of places available in each ability band	24	24	24	24	24	120

## **OVERSUBSCRIPTION CRITERIA**

These criteria apply to entry at all phases of the Academy.

If the Academy is oversubscribed, following the admission of pupils with an Education, Health and Care Plan (EHCP) that names the school (once the Academy has been consulted and has agreed), priority for admission will be given in the following order:

### **1. Looked After Children and Previously Looked After Children**

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 (see the definition in Section 22(1) of the Children Act 1989).

## 2. **Siblings**

Children with a current family association — that is, a brother or sister who is attending BOA Digital Technologies Academy at the time of application and who will still be attending when the applicant is admitted. In this context “sibling” means children who are living at the same address and are either:

- A natural brother or sister (including adopted siblings)
- Stepbrother or sister
- Foster brother or sister

## 3. **Children of Staff at BOA Group**

Children of staff employed by the BOA Group where the member of staff has been employed for one year or more at the time of application; and/or The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

## 4. **Children with Exceptional Medical or Social Needs**

Children with exceptional medical or social needs, supported by written evidence from a relevant professional (e.g. doctor, social worker, educational welfare officer). This evidence must be submitted at the time of application and must clearly demonstrate why attendance at this Academy is essential. Any evidence offered without such focus is deemed inadmissible although the application will then be considered under other criteria.

- The evidence must specifically explain why BOA Digital is more suitable than any other academy, and the difficulties the child would face if not admitted.

*Social need’ does not include a preference based on aptitude, ability, or friendships. ‘Medical need’ does not include mild medical conditions.*

## 5. **Random Allocation**

Remaining places in each band will be allocated by random allocation, overseen by an individual independent of the Academy.

## **TIE-BREAK**

If, after consideration of the oversubscription criteria and a tie breaker is needed, it will be via random allocation for each band.

## **LATE APPLICATIONS**

Late applications must be submitted through the local authority and will be considered after all on-time applications. If the Academy is oversubscribed after processing all on-time applications, parents may request that their child is placed on the Academy’s waiting list. Late applicants and those who do not attend the fair banding assessment will only be considered if places remain unfilled by applicants who completed the banding process.

## **IN-YEAR APPLICATIONS**

Any applicants wishing to apply for a place at the Academy outside the normal admissions round (Years 7–11) must complete an application form via the Academies application portal.

To complete the form, please visit [www.boadigitaltechnologies.applicaa.com](http://www.boadigitaltechnologies.applicaa.com). You will need to answer all questions in full and upload proof of the student's ID (birth certificate or passport) as well as proof of the parent's address (such as a utility bill or council tax bill).

Places will be offered to suitable applicants where vacancies exist in the relevant year group. If no places are available, applicants will be added to the waiting list and considered in line with the Academy's oversubscription criteria.

## **ADMISSIONS FOR A PLACE IN THE SIXTH FORM**

BOA Digital Technologies Academy will operate a Sixth Form for 150 students in each of Year 12 and Year 13 when at full capacity.

Places will be available in Year 12 for internal students who meet the minimum academic entry requirements for their chosen programme of study. Remaining places will be offered to any external candidates, on condition that they meet the Academy's minimum entry requirements.

For entry in 2027, there is capacity for admitting 37 external students. If the Sixth Form is undersubscribed, there may be additional capacity for external students. Applications should be made directly to BOA Digital and electronically via the web based 'Applica' platform. The Applica platform is accessed directly on the BOA Digital website via the dedicated Applications pages.

The closing date for applications for the BOA Digital is 26th February 2027. All applications received by this date will be classified as "on time" and will be considered first. Offers will be made on or after 26th February 2027 on a rolling basis and will be conditional to meeting minimum entry requirements.

The minimum entry academic requirements for the courses offered to gain entry to the Sixth Form will be published on our website. Students applying to Year 12 will be offered courses appropriate to their prior achievement.

Any students with an Education, Health and Care Plan, where BOA Digital is named in the statement and who meet the minimum admission criteria, will be offered a place. Priority will then be given to any looked after or previously looked after children who meet the criteria.

After admitting SEN and LAC students, should the number of external candidates applying,

who have met the minimum entry requirements for the Academy, exceed the number of places available, independently verified random allocation will be used to identify the students who will be offered a place.

Applications made after the closing date of 26<sup>th</sup> February 2027 will be considered in the order that they are received.

All students must respond to offers by the deadline set on the offer letter via the Applica online platform accessed through the academy website. Failure to do so may mean that the offer is withdrawn and a place can be offered to another student. If oversubscription criteria have been applied and a student does not achieve the necessary entry requirements for a particular pathway, they must instead accept a place on an alternative pathway or the offer may be withdrawn.

### **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Parents may request that their child is admitted **outside of their normal age group**.

To make such a request, parents should include a written explanation with their application, clearly stating the reasons for the request and providing any relevant supporting evidence.

The Academy will consider each request on an individual basis, considering the specific circumstances of the case and the best interests of the child. This will include consideration of the views of the principal, and any evidence provided by the parent.

### **WAITING LIST - YEAR 7 APPLICANTS**

Subject to any provisions within the local authority's coordinated admissions scheme, the Academy will operate a waiting list for each of the five ability bands.

In any year where BOA Digital receives more applications than there are places available, waiting lists will be maintained until 2nd January of the following academic year. The lists will be held and managed by BOA Digital.

Parents may request that their child's name be added to the appropriate waiting list following an unsuccessful application, they must submit this request to the Local Authority Admissions Team. Each waiting list is compiled using the same oversubscription criteria as those used during the original allocation process. No new information can be considered once the lists are formed.

Children's positions on the waiting lists will be solely determined in accordance with the published oversubscription criteria, and the lists will be reordered each time a child is added or removed.

When a place becomes available within a specific band, it will be offered to the child at the top of the waiting list for that band. If there are no applicants remaining in that band,

the Academy may allocate the place to the highest-ranked applicant in an adjacent band.

Offers will be made by letter, and applicants will be asked to accept or decline the offer within one week.

### **WAITING LIST – IN-YEAR APPLICANTS**

Where an in-year application is submitted and the relevant year group is full, the applicant will be placed on a waiting list for that year group. Unlike the main intake, the in-year waiting list will not be banded by ability; instead, all applicants will be included on a single waiting list per year group.

The waiting list will be maintained by BOA Digital, and each applicant's position will be determined in accordance with the Academy's published oversubscription criteria. These criteria will continue to apply to all in-year admissions.

The waiting list will be reordered every time a new application is added, or a place is offered, to ensure it remains up to date and prioritised correctly.

Should a place become available, it will be offered to the applicant at the top of the waiting list for that year group. Offers will be made in writing, and parents will be required to accept or decline the offer within one week.

### **APPEALS – IF YOUR CHILD IS REFUSED A PLACE AT THE ACADEMY IN YEARS 7 OR 12**

Applicants who are refused admission into any entry year group for any reason have a right to appeal. BOA Digital will notify the unsuccessful applicant as to why their application has been refused.

Applicants (or their parents if under the age of 16) can appeal a decision to refuse admission by writing to Head of Admissions at the following address [admissions@boa-digital.co.uk](mailto:admissions@boa-digital.co.uk) within 10 working days of the date of refusal, setting out the reasons for appeal.

BOA Digital will facilitate an independent appeals panel to hear any appeal lodged. The purpose of this panel is to enable the Academy to explain their reasons for refusal and to allow the appellant to set out their reasons for appeal.

The panel will either uphold the decision to refuse admission or determine that the applicant should be admitted. Where an applicant refused admission is a looked after child (LAC), it is likely to be more appropriate for the Local Authority looking after the child to exercise their powers of direction in line with the School Admissions Code of Practice.