



Writhlington School - Admissions & Leaving Policy

Reviewed by	Local Governing Body
Date approved	March 2018
Date of next review	March 2019
Responsibility	MAT Board
Senior Leader Responsible	Deputy Head (Admissions)
Related Policies	Child Protection Attendance Equality of Opportunity Inclusion

Rationale

The Trust has a responsibility to ensure that admission and leaving procedures are fair, open, clear, precise and managed effectively in the interests of the students.

Purpose

- To ensure that admission criteria are applied appropriately
- To provide a smooth transfer (whether to or from the school) of the student between schools

Guidelines

Admissions in The Mendip Studio School Admissions are covered by a separate policy which can be found at:

www.mendipstudioschool.org.uk/admissions-policy/

Admissions into Year 7 are managed by the Local Authority in consultation with the school who apply their admissions criteria (Appendix 1) to bulk applications.

The appeals process is delegated to the Local Authority by the school.

In year admissions are managed by the Senior Leader responsible for admissions

In Year Admissions

- All admissions enquiries are dealt with by the Senior Leader responsible for admissions.
- The Senior Leader meets with parents and students to give a tour of the school and answer queries. Parents are provided with an application form which they return to the Admin Manager.
- The Senior Leader contacts the current school to check whether fair access protocols apply (Appendix 2). If this is the case the parents are advised to contact the Local Authority for referral to the Behaviour & Attendance Panel.
- The admissions criteria are then applied to each case.
- Parents are informed of the school's decision in writing and are informed on the process for appeals. (Appendix 3)
- The Admin Manager then provides parents with a Welcome pack.
- The Data Manager liaises with the current school to arrange for the transfer of academic information.
- The Senior Leader in consultation with the relevant Progress Leader designates the tutor group and subject groups appropriate to the age and academic needs of the student.
- The Senior Leader will be responsible for ensuring that the SEND administrator provides the appropriate tests for the student in advance of their admission.
- The Progress Leader is responsible for the dissemination of information to all staff with responsibility for the new student at least one day prior to admission and ensure that all relevant information is entered onto the SIMS system
- The Progress Leader meets the student and parents on their first day.
- The Progress Leader should provide a programme of induction. (Appendix 4)
- The Progress Leader will contact parents informing them of the student's progress four weeks after initial entry.

Leaving

- Obtain written details from the parents of date and reason for departure.
- The Progress Leader informs and despatches relevant documentation to the new school/college which includes all reports, targets and levels and all other relevant information.
- The Progress Leader ensures that school records are updated.
- The Progress Leader ensures that all books and equipment are returned to the school before the student leaves.
- The Senior Team Administrator will contact parents to arrange financial settlement for or return of the student's iPad.
- If a student leaves the school without giving details of a new school, the senior leader will inform the CMEO and the Data Manager will put the information onto the S2S Website. The student cannot be taken off roll until the CMEO service has informed the school that investigations have been completed.

Evaluation

This policy is reviewed annually by the Deputy Head responsible for admissions, the MAT Board and the Local Governing Body.

Writhlington School Admissions

The school is compliant with the School Admissions Code issued by the Department for Education on 19 December 2014, and with the law relating to admissions. As the school is an academy, the responsibility for admissions falls to the Academy Trust. The purpose of the Code is to ensure that all school places are allocated and offered in an open and fair way. In drawing up our admission arrangements, we ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. The school's admission arrangements will be set annually in collaboration with B&NES and following full consultation. For further information please see the School Admissions Code on the school website.

Students will be admitted to the school according to the following criteria, in order of priority.

Admissions Criteria for Writhlington School (ref BANES booklet 'A Secondary School for your Child')

PRIORITY A

Children in Public Care [Looked after children and previously looked after children].

PRIORITY B

Children from within the Area of Prime Responsibility [APR] whose older sibling will be attending the school on the admission date.

PRIORITY C

Children living within the APR.

PRIORITY D

Children living outside the APR whose older sibling will be attending the school on the admission date.

PRIORITY E

Children living outside the APR.

To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a straight line from the address point of the child's home address to the address point of the school. Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the Governors will breach the admission number to allow these children to be offered places.

GENERAL INFORMATION

Children with a Statement of Special Educational Needs or an Education and Health Care Plan. [SEN] are dealt with through the SEN Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement or Education and Health Care Plan. All schools are consulted before being named on a pupil's Statement or Education and Health Care Plan, and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement or an Education and Health Care Plan, this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

Looked after children and previously looked after children are as defined in the Department for Education School Admissions Code which came into force on 19 December 2014. Children in Public care [Looked after Children] or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.

A sibling refers to children who are brother or sister, half brother or sister, adopted brother or sister, step brother or sister, the child of the parent/carer's partner and in every case the child should be living in the same family unit at the same address.

The school has a Published Admissions Number of 245. All applications must be submitted to the child's home Local Authority (LA) by the closing date of 31 October . Parents can either use their LA's Online application facility or can complete their LA's common application form. After the closing date the Governing Body will be provided with details of all applications received.

Under the Bath & North East Somerset LA's secondary coordinated scheme, any parents refused a place for the New Year 7 intake may ask for their child's name to go on the waiting list where the name will remain until the end of the academic year. During that time, they would be re-considered by the Governors under the admissions criteria for any places that may become available within the admission number and alongside any parents who have lodged an appeal and any later applications received. Please note, however, that children who are the subject of a direction by a LA to admit or who are allocated to the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list. Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. The Governing Body will be informed of any late applications received in accordance with the Bath & North East Somerset LA's secondary coordinated scheme.

Sixth Form Arrangements 2019/20 - General Entry Policy (External Applications)

Entry to Writhlington Sixth Form is by application to the Head of Sixth Form. Applications from external candidates are very welcome. Students applying to Writhlington School Sixth Form from other schools are invited to meet the Head of Sixth Form to discuss their option choices and references are requested from their previous school. The references enable us to assess the students' predicted GCSE grades. In considering applications, our aim is to accept students onto courses which they can be expected to have a good chance of success. Students are asked to make provisional course choices. This is not a final commitment and they will be able to reconsider their options after GCSE results are published and in light of the school timetable.

We encourage students to apply by the end of Term 2 (Christmas). The deadline for all applications for September 2019 is 1 February 2019, although late applications will always be considered. Prospective students can choose one subject from each block. Students who apply before the February deadline and gain the necessary grades will be given priority if a class becomes oversubscribed. As with all applications, the school has to consider the likely class sizes before enrolling a student in September. Applying early gives the school an opportunity to plan a manageable curriculum to best meet students' needs.

Students who have found the GCSE course difficult, and who consequently achieve less than they had hoped to achieve, do find studying for an A level in a large class difficult. The school takes this into consideration when enrolling students in September. We believe our students are successful because we consider these issues and we discuss their options post-16 with them. We plan to run as many courses as possible. However, the school will inform students in April/May which courses we are unable to run due to very low student uptake. Please check our website for updates to our provision for September 2018.

The school currently caters for GCE A level and BTEC students between the ages of 16 to 19. We only enrol full time students. All students are expected to study three advanced level courses and/or BTECs. We do allow students occasionally to study four A level courses dependent on GCSE grades and individual circumstances. The admissions number for Writhlington School's Sixth Form is 125 students.

The Sixth Form has a code of conduct that students are expected to sign when they join and all students are expected to follow our programme of study which includes tutor time, work experience, enrichment and life skills as well as all of their lessons.

Specified Entry Requirements

A level GCE and applied GCE:

Students are usually expected to have gained a minimum of 5 GCSEs at Grade 4/5 for BTECs and 6/7 for A Levels. Each subject details its own entry requirements. Specific subject entry requirements and further information are available on the school website and in the Sixth Form curriculum booklet. Entry on to the year 13 A2 GCE level courses is not automatic. This is based on the outcomes of their Year 12 exams, completing work experience and having 95% attendance.

Appendix 2

Fair Access Protocol

Background

Fair Access Protocols exist to ensure that access to education is secured quickly for children who have no school place but for whom a place at a mainstream school or alternative provision is appropriate, and to ensure that all schools in an area admit their fair share of children with challenging behaviour, including children excluded from other schools. An agreed protocol encourages local authorities and schools to work together in partnership to improve behaviour, tackle persistent absence and help support improving behaviour partnerships. Local authorities **must not** require undersubscribed schools to admit a greater proportion of children with a recent history of challenging behaviour than other schools.

Each local authority **must** have a Fair Access Protocol. All schools and Academies **must** participate in their local authority area's protocol in order to ensure that unplaced children, who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school in the home local authority as quickly as possible. This includes admitting children above the published admission number to schools that are already full. Whilst each protocol covers only the schools in its local authority area, the home local authority **should** contact a neighbouring (maintaining) authority to help secure a school place in that area under its protocol where appropriate, and with the maintaining authority's agreement.

Procedure

The Admissions Team have produced a Casual Admissions Application Form and an additional information form which can be used for all in year applications. This and the Fair Access Protocol are available to download on the school admissions page of the Council Website which has been distributed to all schools:

<http://www/educationandlearning/Schoolsandcolleges/schooladmissions/Pages/default.aspx>

The additional information form asks questions to enable us to make a decision on whether the application should be considered under the Fair Access criteria. The parent has to ask the child's latest/previous school to complete the additional information form and this is then submitted with the application form. It is made clear on the forms that the request for a school place can only be processed if **both** forms have been received.

If the application is deemed to be Fair Access a referral will be made to the Children Missing Education Service who will forward the information to the appropriate Behaviour and Attendance Partnership. Where appropriate a Children Missing Education Officer will attend to present the case.

Normally only pupils without a school place and who meet the Fair Access Criteria will be referred to the Partnership. Any other pupils presented will have a full explanation of why the LA has decided they should be considered as Fair Access.

If a request is received for a child resident in a Local Authority outside of Bath and North East Somerset which is deemed to be Fair Access an Officer from the home authority will be asked to present to the Panel. The Officer will be able to explain any support which they may be able to offer in addition to that which will be provided by Bath and North East Somerset.

Criteria

Only Pupils who meet the Fair Access Criteria can be referred to the Partnership, to do otherwise would contravene the 2014 School Admissions Code. Normally only children **without** a school place will be considered as Fair Access.

In line with the updated 2015 School Admissions Code the following children **must** be considered as part of the Fair Access Protocol:-

Children from the criminal justice system or Pupil Referral Units who need to be reintegrated back into mainstream education;

Children who have been out of education for longer than one school term;

Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places;

Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place;

Children of refugees and asylum seekers;

Homeless children;

Children with unsupportive family backgrounds, where a place has not been sought;

Children known to the police or other agencies;

Children without a school place and with a history of serious attendance problems;

Traveller children;

Children who are carers;

Children with special educational needs (but without a statement);

Children with disabilities or medical conditions;

Children returning from the criminal justice system; and

Children of UK service personnel and other Crown Servants.

In line with the code normal admission arrangements will apply to the above groups and any other children unless they fall into the following categories: - Children who meet one of these locally agreed categories will be considered by the Behaviour and Attendance Partnership as a Fair Access admission.

Appendix 3: Admissions offers and refusals letters



DATE

Dear

School Admissions - Academic Year 2018/2019

I refer to your recent In-Year application which requested a place for your child, **STUDENT NAME**, at this particular school. The Academy Trust has considered your application and I am pleased to inform you that a place can be offered to your child.

Please confirm your acceptance of this offer by returning the enclosed forms to Miss H Jones within the next 10 school days otherwise the offer of this school place may be withdrawn.

Your child can start at the school once the necessary admission arrangements have been made so please contact the school as soon as possible to discuss this matter further. I would point out that the place that has been offered should be taken up within 28 school days of the date of this letter or the school place offer may be withdrawn.

Should you have any queries regarding this school place offer please do not hesitate to contact Miss H Jones on 01761 433581 ext 2023.

Yours sincerely

Mr N Russon
Deputy Headteacher



Parental Response form - School Admissions 2018/2019

I acknowledge receipt of your letter informing me that a place is being offered for my son/daughter at Writhlington School.

Name of Child: _____

Date of Birth: _____

Current Address: _____

Moving To: _____

I confirm that the details above are correct.

Please complete section A or B as appropriate.

SECTION A

I accept the place offered. I understand that this place must be taken up within a 28 school day period from the date of the offer letter and will be contacting the school to make the necessary admission arrangements.

Parent/Carer Signature: _____ Date: _____

SECTION B

I do not wish to accept the place offered. I have made arrangements for my son/daughter to attend _____ School.

Parent/Carer Signature: _____ Date: _____

Please return your completed form within the next 10 days to Miss Hannah Jones. Please note failure to return this form to the school within the requested timescale may result in the school place offer being withdrawn.



Dear

School Admissions - Academic Year 2018/2019

Application for Name Child DOB

I refer to your recent In-Year application which requested a place for your child, **student name**, at Writhlington School. As this school has Academy status the Dragonfly Education Trust is the school's admission authority. The Academy Trust has therefore considered your application but unfortunately your request for a place is being refused.

If you named any other schools as preferences on your application form you will receive separate notification about the outcome of your request for a place from that particular school's admission authority. (Please note that for Community and Voluntary Controlled Schools it is the Local Authority and not the Academy Trust/Academy Trust who are the school's admission authority). If your child is not currently on the roll of another school or you do not receive an offer of **any** school place then you are advised to contact your home local authority as soon as possible to discuss your child's school placement.

An Admission Level is required for each year group in each school. They are established with the aim of securing numbers which will enable an efficient education to be planned and provided at all schools within the context of an efficient use of resources.

I give below for your information details of the school's Admission Level and current pupils on roll in the relevant year group where your child has been refused a place together with the reasons for refusal.

Year XX Admission level = XXX

Pupils on roll in this year group = XXX

The admission of **Student name** to Writhlington School would exceed the school's Admission Level.

Under the terms of the School Standard and Framework Act 1998 (as amended by the Education Act 2011) the Admission Authority can refuse the request of the parent/carer where it considers that to admit the child to the school would cause prejudice to the provision of efficient education or efficient use of resources. Your child has been refused a place on these grounds.

Although your application has been refused you do have a number of options open to you, details of which are given below. A parental response form is enclosed with this letter which should be returned within the next 10 days so that the Academy Trust is aware of your intentions:-

1. Waiting List Option

- Parents can decide to put their child's details on a waiting list. If you want to take up this option then please complete and return the parental notification form within the next 10 days so the Academy Trust is aware of your request.

- A child's details would remain on the waiting list until the end of the academic year for consideration of any place that may become available within the appropriate year group unless a parent decided to withdraw from the waiting list at any time.
- Parents who have appealed (see below for further details) are also placed on the waiting list and if there were any applications for the school being processed at the time a vacancy were to arise then the school's admissions criteria would be applied equally to the waiting list/appellants/applicants to determine who qualified for the available place.
- The length of time a child's details have been on a waiting list for a school is **not** used to offer any available places. It is also important to note that a child's position on a waiting list can move up or down as new children can join the list or other children may be withdrawn from the list at any time.

2. Formal Appeal Option

- The 1998 Education Act does give you the right of appeal against the decision to refuse your child a place at your preferred school. This means that your request can be considered by an Independent Appeal Panel, which has the power to over-rule the decision of the Admission Authority. In making their decision the appeal panel members will take your reasons for wanting a place into consideration together with the Admission Authority's reasons for refusal and the school's case. The decision of an Independent Appeals Panel is binding on all parties.
- If you do decide to lodge an appeal appropriate arrangements will be made by the Academy Trust for an independent appeal hearing to be set up and copies of all paperwork would be made available to the independent appeal panel members prior to the appeal hearing.
- If you wish to appeal for a place then please complete and return the parental notification form within the next 10 days so the Academy Trust is aware of your intentions. Your child's details would also then be placed on the school's waiting list (see above for further details)
- You have **20 school days** from the date of this letter within which to prepare and lodge your appeal. An appeals form is enclosed which you may want to use. You would have the opportunity to discuss this information at the appeal if you wished. This information would be updated at the appeal hearing if there has been any change in the figures given.

3. Alternative Decision by Parent

- If, for whatever reason, you have decided not to pursue a place at this particular school it is helpful if you could advise the Academy Trust of your decision so records relating to your original application can be updated accordingly.
- There is a section on the parental response form to complete if this is the case.

I look forward to receiving the enclosed parental response form from you within the next 10 days so that the Academy Trust is aware of how you may now want to proceed. If I do not receive your response form it will be presumed that you have decided not to pursue a place at this particular school by asking to go on the waiting list or by lodging a formal appeal.

Yours sincerely

Mr N Russon
Deputy Headteacher



SCHOOL ADMISSIONS 2018

Parental Response form regarding waiting list/appeal options

I acknowledge receipt of your letter informing me that my child has been refused a place at Writhlington School. I understand that I have a right to appeal against this decision.

Name of Child: _____ Date of Birth: _____

Current Address: _____

Moving to: _____

I confirm that the details above are correct.

PLEASE COMPLETE SECTION A, B or C AS APPROPRIATE

SECTION A – WAITING LIST OPTION

I wish to put my child's details on a waiting list to be considered for any places that may become available at Writhlington School as I have decided not to make a formal appeal for a place. I understand that my child's details will remain on the waiting list until the end of the academic year.

Signature of Parent/Carer _____ Date _____

SECTION B – APPEAL OPTION

I wish to continue with an appeal to an independent appeals panel for Writhlington School. I understand that I have 20 school days from the date of the notification letter within which to prepare and lodge my appeal.

Signature of Parent/Carer _____ Date _____

SECTION C- ALTERNATIVE DECISION

I do not wish to take up the waiting list or appeal option for a place at Writhlington School.

I have made arrangements for my child to attend _____ School.

Signature of Parent/Carer _____ Date _____

Please return your completed form within the next 10 days to:

Hannah Jones, Writhlington School, Knobsbury Lane, Writhlington, Radstock BA3 3NQ



Appeal Form for Writhlington School

This form should only be used if you wish to make a formal appeal for a place at Writhlington School. Please note you have 20 school days from the date of the notification letter within which to prepare and lodge your appeal.

Once completed please return the appeal form to: Miss H Jones, Writhlington School, Knobsbury Lane, Writhlington, Radstock BA3 3NQ

Please complete form in black ink.

Full Name of Child:	
Child's Date of Birth:	
Address of Child:	Postcode:
Written By: <i>Please print name of parent/carer & indicate title.</i>	Title: Mr/Mrs/Ms/Other
Daytime Telephone Number(s):	Home: Mobile:
Name of School Appealing for and Preference Number:	Preference No (ie 1st,2nd,3rd)

Reasons for Preference/Grounds for Appeal

Any information you wish to submit in support of your appeal should be sent in by you, if possible, with your letter of appeal.

Please indicate if supporting evidence is included with this appeal letter. YES/NO (delete as appropriate)

Appendix 4

NEW STARTERS INDUCTION PROGRAMME

8.30 – Arrive in Main Reception – welcome and introductions

9.10 – Tour of the school with students

10.10 – Numeracy and literacy testing

11.10 – Break

11.30 – iPads – ICT – cards – clubs – photos – Progress Leader

12.30 – Meet with Progress Leader/tutor

13.25 – Lunch

14.10 - Lessons

Four weeks after initial entry: Progress Leader contacts parents informing them of the student's progress