



## Mendip Studio 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	Headteacher
Related Policies	Child Protection Attendance Equality of Opportunity Inclusion

### Rationale

The Mendip Studio School 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 of the student to or from the Studio School

This policy is reviewed annually by the Headteacher, the MAT Board and the Local Governing Body.

### Published Admission Number

The Published Admission Number (PAN) is the number of external learners admitted in each cohort. As a transitional measure, the Mendip Studio School will agree to admit up to 40 students in Year 10 with a further 60 places being available for learners beginning Year 12. For each year, if fewer applications than the PAN are received, all those applying will be admitted.

The Mendip Studio School will offer Post 16 provision for a maximum of 140 learners. In September 2015 the Year 12 PAN was 60. The Year 12 PAN will increase to 70 in September 2016 as the College builds to full capacity. From 2017 onwards, students already enrolled in Year 11 at Mendip Studio School will automatically progress to Post 16 if they meet the minimum academic entry requirements for the courses they are

applying. If necessary the school will breach its planned admission numbers to accommodate these students.

## **Planned admission numbers**

	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Year 10	40	70	80	80	80	80
Year 12	60	70	30	0	0	0
<b>Total</b>	<b>100</b>	<b>140</b>	<b>110</b>	<b>80</b>	<b>80</b>	<b>80</b>

## **Admissions**

In 2019-20, Y10 admission arrangements will be managed directly by Dragonfly Education Trust with applications being returned to the Admissions Team on the form supplied by the Trust. The closing date for applications will be 28th February with any late applications being considered after all those received on time. In each case, places will be allocated strictly in accordance with the criteria set out in this policy.

Parents/carers are informed of the school's decision in writing and are informed on the process for appeals. (Appendix 3)

The Progress Leader will provide a programme of induction for new students. (Appendix 4)

## **Year 12 Admissions**

For Year 12 admission the application form must be returned directly to the Dragonfly Education Trust for 2019 entry and subsequent years. The school will operate in keeping with the Local Authority's Fair Access Protocol. (Appendix 2). Applications for places can be made using the application form in the school prospectus, downloaded from the school's website or available on application to the school.

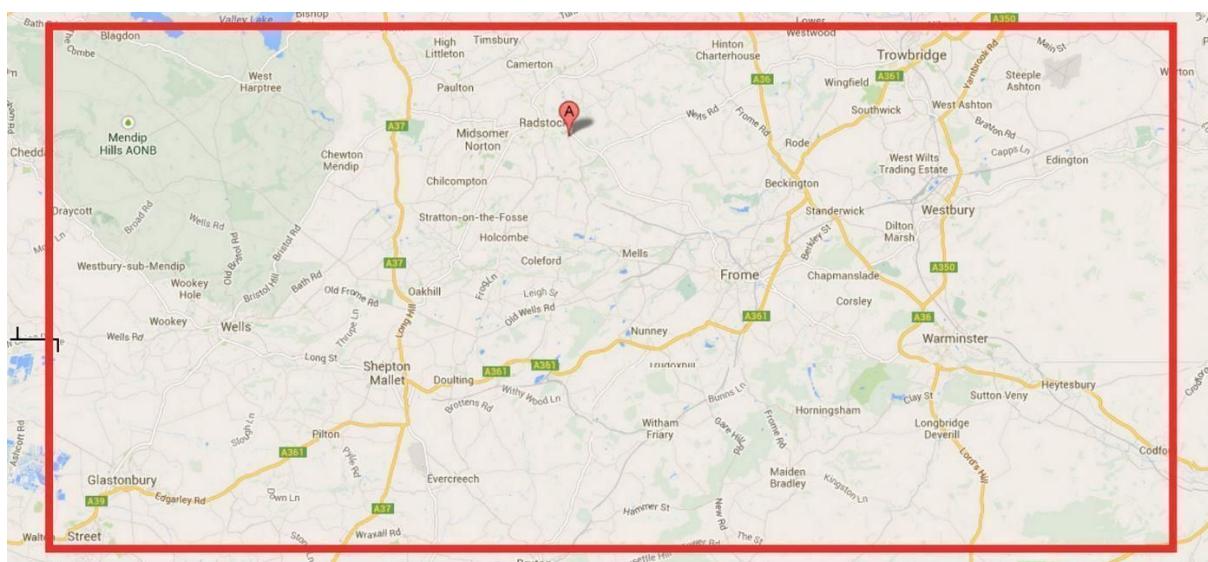
## **Appendix 1**

### **Admission arrangements for both Key Stages**

All Pupils with statements of Special Educational Needs or Educational Health & Care Plan where The Mendip Studio School is named on the statement/plan will be allocated a place.

Applications are made using an online form from the school website. Where the number of applications for admission is greater than the published admission number, all applications will be placed in a rank order against the oversubscription criteria set out below:

- (a) Looked after Children and previously looked after children (who are children who were looked after, but ceased to be because they were adopted or became subject to child arrangement orders or special guardianship orders).
- (b) Children who are on the roll of schools within the MAT in the academic year of admission.
- (c) Siblings of children who are still attending the school in the academic year of admission – children are siblings if they are step siblings, adopted or foster brothers or sisters living in the same family unit at the time when the child is due to start in the school.
- (d) Children of staff working at the Mendip Studio School that have been employed for two or more years or have been recruited to a post for which there is a demonstrable skill shortage.
- (e) Children residing within a 20 mile distance of the Mendip Studio School and within the target area as indicated on the map will be allocated a place by a random allocation method.



This random allocation will be overseen by an independent appointee of The Mendip Studio School Trust and means that applicants living close to The Mendip Studio School will not have priority over other applicants within the 20 mile radius.

(f) Children residing outside the designated target area with priority being given to those living nearest to the School as measured in a straight line from the applicant's home address to 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.

## **Other considerations**

(a) In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is a twin, triplet or other multiple births the Governors will consider this as a single application and admit over the published admissions number if necessary.

(b) Unsuccessful applicants will have a right of appeal to an independent admission appeals panel.

(c) The home address used on the school's admission form must be the current one at the time of application, i.e. the family's main residence. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives' address will not be considered for allocation purposes.

(d) If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address.

(e) Where there is dispute about the correct address to use, the trust reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider.

(f) For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required before processing the application.

## **Additional Year 12 admission criteria**

(a) The School has specific criteria as below in relation to minimum academic entrance requirements for admission or transfer to Year 12 of the School. This will also be published on the school website. The normal minimum entry requirement is 5 GCSEs at grade A\*-C including English and Mathematics. Any student admitted without at least Grade C in English and Mathematics will be required to continue the study of these subjects until he/she has achieved a grade at this level.

(b) Both internal and external pupils wishing to enter Year 12 will be expected to have met the minimum academic entry. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing alternative Level 3 or Level 2 courses for which they do meet the minimum requirements, if that course is provided by the School. When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted. When there are

more external applicants that satisfy any academic requirement than the Published Admission Number the oversubscription criteria will be followed.

## **Late Applications**

- (a) Applications received after the closing date of the admissions window will only be considered if there are places available. A late application will not affect the right of appeal or the right to be placed on the waiting list.
- (b) Following the admissions closing date any late applicants will be allocated a place on a first come first served basis if the Studio School has places available.
- (c) The School will ensure that someone independent of the school supervises the random allocation process.

## **General Information**

Children with a Statement of Special Educational Needs [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. All schools are consulted before being named on a pupil's Statement 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 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 1 December 2014.

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. After the relevant annual closing date of 28<sup>th</sup> February the Governing Body will be provided with details of all applications received.

Any parents refused a place for the Year 10 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.

## **In year Admissions:**

- All in year admissions will be considered the admissions criteria as above. Admissions will be made to the Trust on the school admissions form available from the school website for the first year. In subsequent years applications will be made using the common admissions form.
- 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)

## **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.

## **Appendix 3 - Appeals & Admissions offers and refusals letters**

### **Appeals**

The Mendip Studio School will ensure that parents, and relevant children, will have the right of appeal to an independent Appeal Panel if they are dissatisfied with an admission decision of the Trust. This will be independent of the School and Trust. The arrangements for appeals will comply with the School Standards and Framework Act 1998. The determination of the appeal panel is binding on all parties.

Notwithstanding any provision in this Agreement, the Secretary of State may:

- (a) Direct the School to admit a named pupil to the School on application from a local authority.
- (b) Direct the School to admit a named pupil to the School if the School has failed to act in accordance with this policy or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.

Details of how to appeal will be included in the letter advising that a place has been refused. The School will prepare guidance for parents and relevant children about how the appeals process will work and will provide them with a named contact who can answer any enquiries they may have about the process.

The School may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

## 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 B Hain  
**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 Mendip Studio 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 Mendip Studio 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 Mendip Studio 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 B Hain  
**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 Mendip Studio 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 Mendip Studio 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 Mendip Studio 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 Mendip Studio 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, Mendip Studio School, Knobsbury Lane, Writhlington, Radstock BA3 3NQ



## Appeal Form for Mendip Studio School

This form should only be used if you wish to make a formal appeal for a place at Mendip Studio 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, Mendip Studio School, Knobsbury Lane, Writhlington, Radstock BA3 3NQ

**Please complete form in black ink.**

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

### 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)


Parent/Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix 4**

### **New Starters Induction Programme**

With Mr Hain, Headteacher or Miss Fear, Achievement Team Leader.

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

12.30 – Meet with tutor

13.25 – Lunch

14.10 - Lessons

Four weeks after initial entry: Miss Fear, Achievement Team leader, contacts parents informing them of the student's progress