



The Mendip Studio School

Admissions and Leaving Policy

August 2015
Review Date: September 2016

Senior Leader Responsible: Headteacher

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 relevant Governors' sub-committee and the full Governing Body of the Studio School.

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. In September 2017, the school will reach full capacity with 300 students on roll overall. 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 will be 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

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

ADMISSIONS

Year 10 Admissions for 2016-17 will be part of the Local Authority's coordinated arrangements and will be received according to timescales published by Bath and North East Somerset. This will require parents, guardians and carers to complete a Common Application Form provided by the Local Authority in which the applicant lives.

The appeals process is delegated to by the school to an independent Appeal Panel (Appendix 3).

For Year 12 admission the application form must be returned directly to the Mendip Studio School for 2016 entry and subsequent years. The school will operate in keeping with the Local Authority's Fair Access Protocol. (Appendix 2)

Applications for places 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:

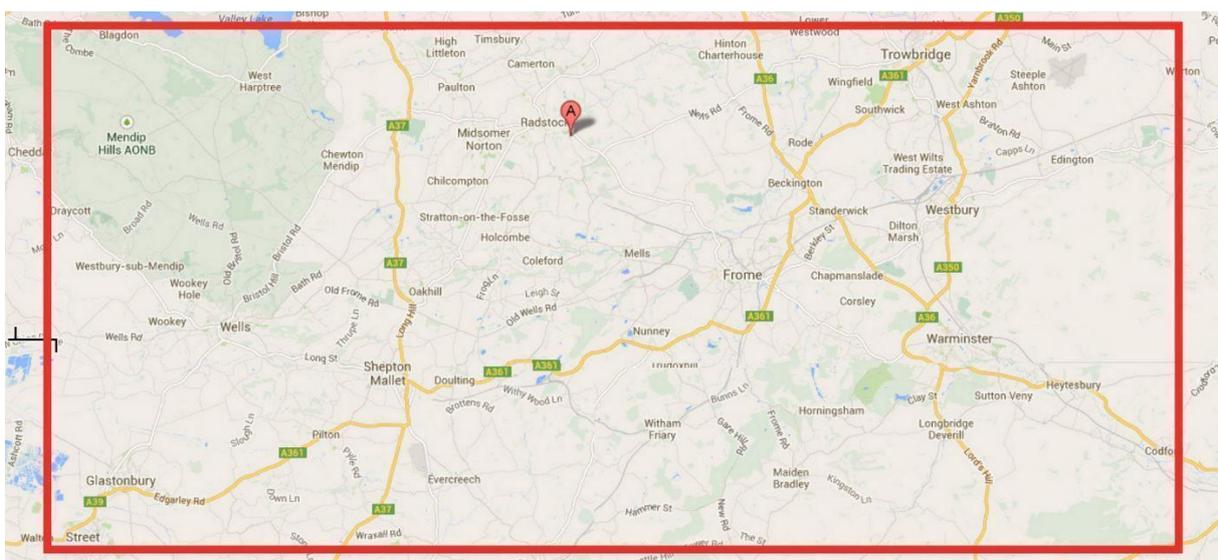
(a) Looked after Children and previously looked after children (who are children who were looked after, but ceased to be because they were adopted or became subject to child arrangement orders or special guardianship orders).

(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.

(g) 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 28th 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 schools 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

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.