

## **ST BARTHOLOMEW'S SCHOOL**

### **ADMISSION POLICY FOR 2011-2012**

**Approved by Teaching and Learning Committee, Autumn 2009**

**Approved by Full Governing Body, Autumn 2009**

**Determined by Full Governing Body, 18 March 2010**

### **ADMISSION ARRANGEMENTS FOR 2011-2012**

The objective of the admission policy is to provide policy and implementation procedures for admissions which are clear, unambiguous and fair. The policy must also ensure that the Governing Body, as the admissions' authority for St Bartholomew's School, meets its statutory responsibilities in respect of arrangements for the admission of pupils to the school, including admissions policy.

Students in years 7 - 11 will be admitted without reference to ability or aptitude.

### **ADMISSION NUMBERS**

The governors will set the admission number with regard to the capacity assessment for the school.

The approved admission number for Year 7 is 250.

At age 16, 100 "additional" places will be offered in Year 12 (i.e. over and above students attending the school who progress from Year 11 to Year 12).

### **TIMETABLE**

The following timetable/late applications to be followed: dates from the agreed co-ordinated scheme:

26 October 2010	Closing date for applications
22 November 2010	LA transfer of applications data to other LAs.
28 January 2011	First provisional allocation list sent to other LAs.
1 March 2011	Offers and refusals issued to parents
15 March 2011	Parents' acceptance of offer.
31 March 2011	Closing date for appeals.

## **ADMISSION PROCEDURES FOR ALL YEARS**

For admission during the academic year 1 September 2011 – 31 August 2012:

<b>Year Group</b>	<b>Date of Birth</b>
7	1 September 1999 – 31 August 2000
8	1 September 1998– 31 August 1999
9	1 September 1997 – 31 August 1998
10	1 September 1996 – 31 August 1997
11	1 September 1995 – 31 August 1996
12	1 September 1994 – 31 August 1995
13	1 September 1993 – 31 August 1994

- If the total number of applications is less than the admission number all applicants will be allocated places.
- If at any stage more applications have been received than the admission number then the criteria for allocating oversubscribed places listed below will be applied.
- A waiting list of applicants to whom the school cannot offer a place will be maintained. Applicants on this list will be in order, based on the criteria for allocating oversubscribed places as listed.
- If one or more places become available, due to non-acceptance of an offered place or withdrawal or permanent exclusion of a student, causing the number of offered places to fall below the admission number, the place(s) will be offered to the applicant(s) at the top of the waiting list at the time that the place(s) become available.
- Applications may be made for entry to any year group in the school, but will only be considered one term or less before the date by which the applicant is expecting to take up the place.
- Where an applicant offered a place does not, or cannot, take up the offered place within two weeks of the expected starting date, then the offer may be withdrawn and the place offered to the next applicant on the waiting list. In such circumstances the applicant would have to re-apply for admission.

### Post 16 Courses only

- At age 16 we have an open admissions policy, subject to the availability of appropriate courses.
- Requirement for entry to Sixth Form is a minimum of 5 A\*-G grades at GCSE. Level 3 courses require a minimum of 5 C grades at GCSE and Level 2 courses require a minimum of 5 D grades at GCSE or equivalent.
- Students will be invited to attend an open evening and make an application. All applicants will be invited to attend a meeting to discuss their subject choices and guidance issues. The school will request references and, in light of exam results, there may be further discussion about subject choices and guidance issues.

- The school will offer the place by letter.
- The closing date for applications will be the Friday before the February half-term holiday.
- Late applications will be considered if there are places available on the relevant courses.

## **OVERSUBSCRIPTION CRITERIA**

If the year group is oversubscribed, places will be allocated according to the admissions policy and oversubscription criteria in the following order of priority taking account of all preferences for St. Bartholomew's School and the effects of the LA's Co-Ordinated Admission Scheme:

- a) **Looked After Children** (in accordance with legal requirements).
- b) **Catchment Area Pupils:** Children whose permanent home address is in the school's designated catchment area of the school (as shown in the Parents' Guide to Admissions) which is co-terminous with those of the following partner primary schools:
- Enborne Primary School
  - John Rankin County Junior School
  - St Nicolas Church of England Junior School.

Where necessary, priority will be given to siblings in catchment. This is taken to be the address at the closing date for applications in the normal admissions round (26 October 2009).

Where parental responsibilities are equally shared, the home address will normally be considered to be with the parent/carer with whom the child spends the majority of time and nights, Monday to Friday; this will normally be expected to be with the parent/carer that receives the student's Child Benefit.

It is the child's normal permanent home address where he or she lives with his or her parents/carers that is used to decide in which school's catchment area the child lives. Temporary addresses cannot be used to obtain school places eg temporary addresses whilst retaining a previous permanent home will not be accepted. If parents/carers plan to move, documentary evidence will be required, such as proof of exchange of contracts or a tenancy agreement to confirm residence at the time of admission. If such evidence is received by 1 January during a normal admissions round, the new address will be accepted for the forthcoming allocation. Confirmation received after 1 January will not be taken into account until immediately after allocation dates and waiting lists have been adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence. Any child offered a school place based on fraudulent or intentionally misleading information concerning a catchment area permanent home address will have their place withdrawn and a new application will be required, by which time preferred schools may be full. This may also occur after the child has been admitted to a school.

<p><i>Criteria c) – e) to apply to children whose permanent home address is not within the preferred school's catchment area.</i></p>
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- c) **Siblings:** Children who have sibling(s) (including step brothers/sisters and adopted or foster brothers/sisters) living in the same family unit already on roll at the school (or partner junior school) and, in relation to admission at the school's first point of entry, will continue to attend the school during the following academic year.

*Definition of sibling:*

*Students with a brother or sister, including step/foster sibling and children of the parent/carer's partner living in the same family unit, who is on the roll of the preferred school at the point of admission and, in relation to admissions at the preferred school's first point of entry, will continue to attend compulsory education at the school during the following academic year.*

- d) **Strong Social Grounds:** Children who have strong social grounds for admission where this particular placement has been recommended by relevant professionals, such as a doctor or social worker. Written documentation should be submitted at the same time as the application and will be assessed by the Governing Body.
- e) All other applicants who do not fall into one of the above categories.

**Children with Statements of Special Educational Needs** naming the school will always be admitted at any time above any other child, including those on the waiting list. This is a legal requirement.

**In Year Fair Access Protocol:** In accordance with the West Berkshire In Year Fair Access Protocol, only as agreed by the West Berkshire Pupil Placement Panel following consultation with parents, all relevant professionals and schools concerned, hard to place children will be admitted above other children, including those on the waiting list (except Looked After Children and Children with Statements of Special Educational Needs naming the school).

### **TIE BREAKER**

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the preferred school. Distances will be measured using the West Berkshire Geographical Information System, with the measuring points as specified within that System, taking a straight line between the home address and the school; travelling distances will not be taken into account. In cases where there are multiple births, if one child is admitted then all will be admitted. In cases where blocks of flats are concerned, priority will be given to the lowest flat number, eg 1, 1a, 2, etc. In cases of two applicants living the same distance from school, both will be offered places.

### **APPEALS**

Applicants to whom the school cannot offer a place will be so informed and advised of their right to appeal to an independent appeal panel set up by the local authority. Appeal forms are available from the Clerk to the Appeal Committee who can be contacted on 01635 42400.

### **WAITING LISTS**

Waiting lists will continue to be maintained for all year groups where children are not offered a school place at their first preference school. Placement will be determined by applying the over-subscription criteria. They will remain until 1 September when parents will be asked to confirm in writing their wish to be placed on a newly constructed waiting list. Names will be removed from the lists if requested, or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications from families moving into the area, etc.

### **LATE APPLICATIONS**

The closing date for applications for school places in the normal admission round is 26 October 2010. St Bartholomew's will, as far as possible, accept applications that are received late for a good reason, eg when a single parent has been ill for some time, or a family has just moved into the area or is returning from abroad, provided they are received before allocation procedures begin. Allocation procedures normally begin on 1 January each year.

### **APPLICATIONS AFTER THE NORMAL ADMISSIONS ROUND**

All applications received after the normal admissions round, or for years other than the normal year of entry, will be treated in the same way as those received for the normal admissions round. These applications should be submitted directly to the local authority using the West Berkshire common application form. The West Berkshire In Year Fair Access protocol will apply for applications made outside of the normal admissions round.

### **ADMISSION OUTSIDE NORMAL AGE GROUP**

Requests from parents for school places outside a normal age group will be considered carefully, whether for gifted and talented pupils or for those who have experienced problems, eg having missed education due to ill health, etc.

Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the student's interests between the parents, schools concerned (both old and preferred) and any relevant professionals asked for their opinion on the case by St Bartholomew's Governors' Admissions Committee. Those refused places outside the normal age group will be informed of their statutory right of appeal.

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Signed by Chairman

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Date