

## **ST BARTHOLOMEW'S SCHOOL**

### **ADMISSION POLICY FOR 2014-2015**

**Determined by the Full Governing Body  
May 2013**

#### **ADMISSION ARRANGEMENTS FOR 2014-2015**

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 admission authority for St Bartholomew's School, meets its statutory responsibilities in respect of arrangements for the admission of pupils to the school.

St Bartholomew's School is an Academy; as such, the School is required to comply with the DfE's School Admissions Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is demonstrable need.

In common with other Local Authorities, West Berkshire operates a Co-ordinated Admissions Scheme: all applicants to St Bartholomew's School should complete the Local Authority Application Form in the area where they live (their 'home' Authority, e.g., West Berkshire, Reading, Oxfordshire or Hampshire) and return it to that Local Authority by the nation-wide closing date below. Any application forms sent erroneously directly to St Bartholomew's School will be forwarded to the applicant's home Authority until the closing date. Late applications will be managed as explained below.

Further details of the Co-ordinated Admission Scheme are available on each Local Authority's website and in their published Guides to Secondary Admissions. Please note that the West Berkshire Scheme considers applications on an equal preference basis against the over-subscription criteria for each of up to three preferred schools; it does NOT consider by using the first preference before other preferences.

Pupils 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 net 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 already attending the school who progress from Year 11 to Year 12).

## **TIMETABLE**

The following timetable is set for applications to all West Berkshire Secondary schools; any late applications will be managed as explained below. The dates are copied from the agreed West Berkshire Co-ordinated Admissions Scheme:

31 October 2013	Nation-wide closing date for applications
22 November 2013	LA transfer of applications data to other LAs.
28 January 2014	First provisional allocation list sent to other LAs.
1 March 2014	Nation-wide offers and refusals issued to parents.
17 March 2014	Closing date for parents' acceptance of offer to reach the LA.
31 March 2014	Closing date for appeals is 31 March 2014

## **ADMISSION PROCEDURES FOR ALL YEARS**

For admission during the academic year 1 September 2014 – 31 August 2015:

<b>Year Group</b>	<b>Date of Birth</b>
7	1 September 2002 – 31 August 2003
8	1 September 2001 – 31 August 2002
9	1 September 2000 – 31 August 2001
10	1 September 1999 – 31 August 2000
11	1 September 1998 – 31 August 1999
12	1 September 1997 – 31 August 1998
13	1 September 1996 – 31 August 1997

- If the total number of applications is less than the approved admission number all applicants will be allocated places.
- If at any stage more applications have been received than the approved 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 below.
- If one or more places become available, due to non-acceptance of an offered place or withdrawal or permanent exclusion of a pupil, causing the number of offered places to fall below the approved 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 on 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 also to attend a meeting to discuss their subject choices and be offered guidance. The school will request references and, in light of exam results, there may be further discussion about subject choices.
- The school will offer the place by letter.
- The closing date for applications will be the Friday 14<sup>th</sup> February, 2014.
- Late applications will be considered if there are places available on the relevant courses.

### **OVERSUBSCRIPTION CRITERIA**

If any Year Group in Years 7 - 11 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** and children who were previously Looked After, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately following being Looked After (in accordance with legal requirements). A 'Looked After Child' is defined as 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) at the time of making an application to St Bartholomew's School.
- b) **Pupils living in the St Bartholomew's School Catchment Area:** Children whose permanent home address is in St Bartholomew's School's designated catchment area (as shown in West Berkshire's Parents' Guide to Admissions). Our catchment area shares an outer boundary with the following partner primary/junior schools:
  - Enborne Church of England Primary School.
  - John Rankin Community Junior School.
  - St Nicolas Church of England Junior School.

Where necessary, priority will be given to siblings living in the St Bartholomew's School catchment area. The home address is taken to be the permanent address at the closing date for applications in the normal admissions round (31 October 2013).

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 who receives the pupil's Child Benefit, where this benefit is still available.

Where the boundaries for St Bartholomew's School catchment area have changed, a child resident in part of the former catchment area will still be considered as a catchment area pupil for St Bartholomew's School if they have a sibling who will be on the roll of St Bartholomew's School at the point of admission.

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, e.g., temporary addresses whilst retaining a previous permanent home will not be accepted. If parents/carers are in the process of moving from one address to another and want to use the new address for the school place allocations, evidence that they have moved and are already living in the new address will need to be provided before allocations begin. 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 normally be taken into account until immediately after the nation-wide allocation date, once 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. This sanction may also be applied after the pupil has been admitted to St Bartholomew's School. A new application will be required, by which time preferred schools may be full.

*Criteria c) – f) to apply to children whose permanent home address is not within the St Bartholomew's School's catchment area.*

- c) **Siblings:** Children who have sibling(s) living in the same family unit already on roll at the school and, in relation to admission at St Bartholomew's School's first point of entry, will continue to attend the school during the following academic year, up to and including Year 13. 'Sibling' is defined in these arrangements as a child who lives as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step-brothers or step-sisters, foster brothers and sisters and children of the parent/carer's partner living in the same family unit.
- d) **Children of Staff at the School:** Children of staff in either of the following circumstances as certified by the Headteacher:
  - 1. where the member of staff has been employed at St Bartholomew's School for two or more years at the time at which the application for admission to the School is made, or
  - 2. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- e) **Strong Social Grounds:** Children who have strong social grounds for admission, where admission to St Bartholomew's School has been specifically recommended by relevant professionals, such as a doctor or social worker, at (or within 12 weeks before) the time at which the application for admission to the School is made. Supportive written documentation should be submitted at the same time as the application and will be assessed by the Governing Body.

f) 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.

**Children of UK Service Personnel (UK Armed Forces):** For families of Service personnel with a confirmed posting to our area, or Crown Servants returning from overseas to live in our area, St Bartholomew's School must:

- a) Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against our over-subscription criteria. This must include accepting a Unit postal address or quartering area address for a Service child. Admission authorities must not refuse a Service child a place because the family does not currently live in the area, or reserve blocks of places for these children;
- b) Ensure that arrangements in our area support the Government's commitment to removing disadvantage for Service children.

**Children from Overseas:** St Bartholomew's School must treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Non-statutory guidance on this is available on the website of the Department for Education.

**In-Year Fair Access Protocol:** In accordance with the West Berkshire In-Year Fair Access Protocol, and only as agreed by the West Berkshire Pupil Placement Panel (following consultation with the child's 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, previously Looked After children and children with Statements of Special Educational Needs naming the school, as these children must be admitted).

**Secretary of State's Power of Direction (Academies):** Where a Local Authority considers that an Academy, such as St Bartholomew's School, will best meet the needs of any child, it can ask the Academy to admit that child but has no power to direct it to do so. The Local Authority and the Academy will usually come to an agreement, but if the Academy refuses to admit the child, the Local Authority can ask the Secretary of State to intervene. The Secretary of State has the power under an Academy's Funding Agreement to direct the Academy to admit a child, and can seek advice from the Adjudicator in reaching a decision (Section 25(3A), SSFA 1998).

## **TIE BREAKER**

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to St Bartholomew's School. Distances will be measured through the West Berkshire Admissions Geographical Information System, using the unique property identification points within the National Land and Property Gazetteer, 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 told the reason why admission was refused. Applicants must be advised of their right to appeal to an Independent Appeal Panel.

Information on how to appeal will be available on the website and provided when an application to the Admissions Authority has been unsuccessful.

The 2012 School Admission Appeals Code (SAAC) explains that parents have the right to appeal against an Admission Authority's decision refusing their child admission to a school. Under the SAAC paragraph 8, children *and* their parents have the right to appeal against an Admission Authority's decision to refuse them admission:

- a) to a school sixth form (Year 12 and Year 13); or,
- b) to a school at which they wish to receive education other than sixth form education (Years 12 and Year 13) once they have ceased to be of compulsory school age.

In respect of a) and b) above, where the child and the parent appeal separately in respect of the same school, the Admission Authority must arrange the appeals so that they are heard together.

Appeals must be lodged in writing by the dates set out in the Co-ordinated and In-Year Admissions Scheme for the normal admissions round or within 20 school working days from the date of the offer or refusal letter. Contact should be made with the Admissions Clerk, Mrs J Webster, by telephoning 01635-576317, or by email : [Jwebster@stbarts.co.uk](mailto:Jwebster@stbarts.co.uk) who will be able to supply an appeal form. Once received, the completed appeal will be processed by Clerks Associates, who are independent of St Bartholomew's.

## **WAITING LISTS**

Waiting lists will continue to be maintained for all Year Groups where children are not offered a place at their first preference school. Placement will be determined by applying the over-subscription criteria. Waiting lists 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 because of new applications, e.g., from families moving into the area, etc., or revised applications in respect of a change of preferred schools, and precedence being given to Looked After children and previously Looked After children, and those allocated a place at the school in accordance with the In-Year Fair Access Protocol.

## **LATE APPLICATIONS**

The closing date for applications for school places in the normal admission round is 31 October 2013. West Berkshire LA, acting on behalf of St Bartholomew's School, will, as far as possible, accept applications that are received late for a good reason, e.g.,

- 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. The West Berkshire LA Co-ordinated Admissions Scheme timetable explains that late applications received:

- Between 1 November 2013 and the nation-wide offer date on 1 March 2014 will be processed together on 4 March 2014.
- Between 2 March 2014 and 31 March 2014 will be processed together from 1 April 2014.

Any late applications received after 1 April 2014 will be processed by date of receipt.

## **IN-YEAR APPLICATIONS AFTER THE NORMAL ADMISSIONS ROUND (AFTER 1 AUGUST 2014)**

All applications received after the normal admissions round, (i.e. later than 1 August 2014) 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. Applications by West Berkshire residents should be submitted directly to West Berkshire Local Authority using the West Berkshire Local Authority's common application form. Residents in other areas should use their 'home' Authority's form and return it to that Authority. The process followed in the Co-ordinated Admissions Scheme is set out in each Local Authority's guidance. Where appropriate, the West Berkshire In-Year Fair Access Protocol will apply for applications made outside the normal admissions round.

## **ADMISSION OUTSIDE EXPECTED AGE GROUP**

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

Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed unless there is a consensus between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion on the case by St Bartholomew's Governors' Admissions Committee, that admitting the pupil to a Year Group outside their expected age group would be in the pupil's best interests. The Governors' Admissions Committee will review any agreed placements as the pupil completes each academic Key Stage. Those refused places outside the expected age group will be informed of their statutory right of appeal. This right does not apply if the pupil is offered a place in another Year Group at the School.

Signed by Chairman

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Date