



# BYDALES SCHOOL

A Specialist Technology College

## ADMISSIONS POLICY AND PROCEDURES FOR ADMISSIONS 2010 - 2011

**Policy Reviewed:**

**Agreed by Governors:**

**Next Review:**

### **Summary:**

Foundation Schools such as Bydales are their own admission authorities. This policy outlines the admissions arrangements for the academic year 2010/2011. It covers admissions in Y7 and mid-year / occasional admissions, and comes into effect for admissions commencing 1<sup>st</sup> September 2010 and onwards.

# **ADMISSION ARRANGEMENTS FOR THE SCHOOL FOR THE ACADEMIC YEAR 2010/2011**

In accordance with Regulations, the Governing Body of Bydales School wishes to consult with Governing Bodies of all maintained schools in the Authority and other interested parties, regarding the proposed admission arrangements for the school for the 2010/11 school year.

The arrangements are in line with those applied by the Local Authority for all maintained community and voluntary controlled schools.

## **ADMISSION OF YEAR 7 PUPILS - SEPTEMBER 2010**

### **Admission Zone**

No change is proposed to the school's admission zone. A copy of the admission zone map is attached.

### **Admission Numbers**

Students will be admitted into Year 7 without reference to ability or aptitude. The school admission number has been set with regard to the physical capacity of the school. The proposed admission number for Year 7 for the 2010/11 school year is 160. This figure is based on the assessed capacity of the school at the present time and may be subject to variation, depending on future plans and developments which may impact on the school's physical capacity.

### **Application Procedure and Timetable for Admissions to Y7 2010 / 2011**

The application process for admissions into Y7 is co-ordinated by Redcar & Cleveland Local Authority (LA), which acts on behalf of our Governing Body to offer Year 7 places at our school. Parents / Carers should submit an Application Form which is issued by the Local Authority, no later than 23<sup>rd</sup> October 2009. Offer letters will be issued by the Local Authority on 1<sup>st</sup> March 2010 - the national school places offers day. Applications can also be made on-line. An independent Choice Advice service will be available to assist families with their applications. For details, please contact the Redcar & Cleveland Admissions Team on 01642 444110 / 444108 or log onto [www.admissions.redcar-cleveland.gov.uk](http://www.admissions.redcar-cleveland.gov.uk).

## Proposed over-subscription criteria 2010/11

Where more parents / carers have expressed a preference for the school than there are places available; criteria will be applied to determine which parents / carers' preferences can be met. The proposed over-subscription criteria are outlined below:

<b>CRITERIA (In priority order)</b>	<b>EXPLANATORY NOTES</b>
<b>i) children who are cared for by a Local Authority</b>	Children who are subject to care orders or who are accommodated by the Children's Services Department on a voluntary basis.
<b>ii) children who are permanently resident in the admission zone defined for the school.</b>	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents / carers are separated and the child lives for periods of time with both parents / carers, the address used will be of the parent who receives child benefit for the child. Parents / carers may be asked to provide proof. Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Authority will take action should false information be submitted in order to secure a place at a particular school.</p>
<b>(iii) children not living in the admission zone who have elder siblings attending the school in the 2010/11 school year.</b>	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2010/11 school year</p> <p>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>

<b>CRITERIA</b> (In priority order)	<b>EXPLANATORY NOTES</b>
<p><b>(iv) children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by appropriate professional advisors to the school.</b></p>	<p>Social reasons generally do not include domestic circumstances such as parents / carers' working commitments, childcare arrangements, separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>Parents / carers are strongly urged to provide independent third party information (e.g., from a professional person who knows or is involved with the child) in support of any exceptional long term medical or social reason why they think their child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the <b>only</b> school which could meet their child's needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the relevant professional advisors as to whether or not an application falls into this category.</p>
<p><b>(v) children living closest to the school</b></p>	<p>The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.</p> <p>Distance will be measured (in a straight line / by the shortest walking route) from the front door of the child's home address (including flats) to the main entrance of the school, (using the Local Authority's computerised measuring system, (with those living closer to the school receiving the higher priority).</p>

## **Children in Receipt of a Local Authority Statement**

Any child who has a current Statement of Special Needs naming Bydales School as the designated secondary school in Year 7 will be automatically admitted, unless the school has previously demonstrated (if necessary to an independent tribunal) that to admit the child would not be in her/his best interests, unreasonable in terms of its impact on the school, or detrimental to health and safety.

### **Tie-break:**

If it is necessary to distinguish between children within categories (i)-(iv) places will be offered using the criteria listed above in priority order and determined by criteria (v) - measurement on a straight line basis as defined above.

In the case of a tie break in category (v), the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.

## **Late Applications and Mid-Year Admissions**

Every effort will be made to ensure parental applications are received by the published closing date. However, applications may still be received after the closing date if there is good reason for their lateness. In this instance, the Local Authority will accept applications for over-subscribed schools if they are received before places in the school have been allocated. Examples of good reasons may include when a parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available at Bydales School. If Bydales School is full, a place will be offered by the Local Authority at the school closest to the home address with places available. Parents / carers whose child has been refused a school place for which they have applied will be offered the right to appeal against the decision.

## **Allocation of Places which become available before Appeal Hearings**

Where places become available prior to an appeal hearing, they will be allocated in accordance with the over-subscription criteria.

### **Waiting Lists**

Those pupils who have not been allocated their highest rank preference for Bydales School will automatically be placed on a waiting list. Parents / carers may request that their child's name be placed on a waiting list for Bydales School. If places become available in the school they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

The waiting list will be maintained for admission to Year 7 only. It will close on 19<sup>th</sup> September 2010.

## Appeals

The parents / carers of any child who is refused a place at Bydales School has a right of appeal to an Independent Appeals Panel. The panel consists of three people who are fully independent of the school's Governing Body and the Local Authority. The panel will consider whether the schools published admission arrangements were correctly applied in the individuals case and decides whether 'prejudice' would arise if your child was admitted. If no prejudice is proved then the child must be admitted.

If prejudice is proved, the panel must then decide the degree of prejudice to the school if your child as to be admitted balanced against the parents case for their child Both the Governing Body and the parents / carers must abide by the decision it makes.

## **ADMISSION OF YEAR 8, 9, 10 AND 11 PUPILS - SEPTEMBER 2010**

Applications for places in these year groups can be received at any time of year. In the event of over-subscription, the criteria set out above will be applied and places offered in accordance with those criteria.

To apply for a place after the start of the autumn term in September 2010, please contact the school directly for an application form. The school's Admissions Manager can be contacted on telephone 01642 495481 or by emailing [dbrown@bydales-tc.org.uk](mailto:dbrown@bydales-tc.org.uk) Information will also be available on the school's website [www.bydales.org.uk](http://www.bydales.org.uk)

New admissions legislation will be coming into effect from February 2009 and will apply to mid year admissions 2010/11.

DCSF have stated that:

'From 2010-11, local authorities will also be required in to coordinate in-year applications. This means any application received for the admission of a child to a relevant age group that is submitted on or after the first day of the school year of admission, or an application for the admission of a child to another age group. Schemes to do this will not need to be formulated until **1 January 2010** but will take effect from the beginning of the 2010-11 school year.'

Parents / carers wishing to visit the school prior to submitting an application are welcome to do so.



## SECONDARY SCHOOLS

### TIMETABLE FOR CO-ORDINATED ADMISSION ARRANGEMENTS - 2010/11 SCHOOL YEAR

June 2009	<ul style="list-style-type: none"> <li>• Visits to Year 5 in primary schools from admissions team and Choice Adviser</li> </ul>
September/October 2009	<ul style="list-style-type: none"> <li>• Secondary school open days/evenings for pupils and parents / carers - Choice Adviser to attend</li> </ul>
Friday 4 September 2009	<ul style="list-style-type: none"> <li>• Local Authority send out Application Form and information packs</li> <li>• Window for online applications opens</li> </ul>
Friday 23 October 2009	<ul style="list-style-type: none"> <li>• Closing date for receipt of Application Forms</li> <li>• Window for online application closes</li> </ul>
Friday 6 November 2009 Friday 13 November 2009	<ul style="list-style-type: none"> <li>• Closing date for supplementary forms for VA Schools</li> <li>• Send Application Forms to VA schools within home LA</li> <li>• Send Application Forms for schools in other LAs to those LAs</li> </ul>
By Friday 29 January 2010 W/c Monday 11 January 2010	<ul style="list-style-type: none"> <li>• VA schools advise LA of pupils who could be offered places</li> <li>• LA to draw up lists of pupils who could be offered places in community schools</li> </ul>
Friday 12 February 2010	<ul style="list-style-type: none"> <li>• LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible</li> <li>• LA to inform other LAs of places to be offered to their residents.</li> <li>• Schools to be given an indicative number</li> </ul>
Monday 1 March 2010	<p><b>NATIONAL OFFER DAY</b></p> <ul style="list-style-type: none"> <li>• LA sends letters to all parents/carers informing them of the allocated schools</li> <li>• LA informs schools of final offers</li> </ul>
Friday 2 April 2010	<ul style="list-style-type: none"> <li>• Closing date for appeals</li> </ul>
May - July 2010	<ul style="list-style-type: none"> <li>• Appeals to be heard by Independent Panels</li> </ul>
Friday 17 September 2010	<ul style="list-style-type: none"> <li>• Admission round ends</li> <li>• Waiting lists close</li> </ul>