



# **STUDIO SCHOOL**

## **ISLE OF WIGHT**

## **KS4 Admissions Policy : IOWSS P4.1**

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Adopted by Governing Body:

To be reviewed:

Policy Links:

- Health and Safety policy
- Safeguarding policy
- Fire Risk management policy

## **1. Introduction**

- 1.1 This Admissions Policy will take effect from 1 September 2016 for 'in year' admissions Years 10-11 and from 1 September 2017 for the intake of children starting secondary school for the first time, transferring from Year 9 into Year 10 on 1 September 2017.
- 1.2 All admissions are administered by the Isle of Wight Studio School.
- 1.3 The procedure to be followed in applying for a place at the Isle of Wight Studio School is as set out in this Policy. The Governors will not accept applications that are not made in accordance with this Policy.
- 1.4 Although the Isle of Wight Studio School has common admissions criteria for all admissions in Years 10- 11 and in Years 12-13 the procedure for administering the admission of students varies according to the category of application.
- 1.5 Parents who wish to apply for a place for their child at the Isle of Wight Studio School should contact the school for a school prospectus and application pack.
- 1.6 All references to 'parents' in this Policy shall be interpreted referring to parents or legal guardians.
- 1.7 Where parents are separated or divorced the Governors will address their communications regarding admission to the parent with whom the child normally lives, and is receiving the child benefit, or the address registered with the child's doctor.

## **2. Information for Parents of Prospective Students**

- 2.1 Full information about the Isle of Wight Studio School will be found in the School prospectus and on the School website: <http://www.iowstudioschool.co.uk/>
- 2.2 A range of information evenings, events and activities will be held for prospective students and their families throughout the academic year. The dates of which can be found on the website or by contacting the school directly.
- 2.3 Should a place not be offered, details of how to appeal will be available directly from the School and the School website.
- 2.4 Should a place be offered, further information about the school will be provided.

## **3. The Admissions Number**

- 3.1 The Admissions Number for each year group in Years 10-11 is 75 students per year. Governors of the Isle of Wight Studio School may decide to increase the admissions number. If the number for admissions is changed, it will be published on the website and notified to the LA.

## **4. Admissions Criteria: Years 10-11**

- 4.1 The main year for admissions is Year 10 at the age of 14. In addition, students may be admitted into other year groups when vacancies arise and through consultation with the Headteacher.
- 4.2 The Governing Body will comply with national regulations governing the admission of children with a Statement of Special Education Needs and such admission which for these reasons is additional to the standard number is without prejudice to the Governors' intention to admit no more than the standard number under the admissions criteria.
- 4.3 The Governing Body will admit students (eg: a 'looked after' child in care) in compliance with local agreements to assist the LA to comply with its statutory obligations. Such admission which is additional to the standard number is without prejudice to the Governors' intention to admit no more than the standard number under the Admissions Criteria.
- 4.4 Governors will admit students in Year 10- 11 without reference to their ability or aptitude.
- 4.5 If the number of applications for places is greater than the admissions number, the school will create a Waiting List. Once a place becomes available, the Governors will use the following criteria, in the order shown, to decide which children to admit.
- i Children in public care (looked after children (LAC) and other LAC who have been adopted or made subject to a residency order or special guardianship orders following having been looked after.
  - ii Children who have a brother or sister as a student at the Isle of Wight Studio School and who would reasonably be expected to still be attending the Isle of Wight Studio School at the time of admission.
  - iii Children living nearest the school, measured in a straight line from the School or the nearest nodal point to their parents' permanent home (See Section 5.4.3).
  - iv Distance will be measured in a straight line from the main entrance of the nearest nodal point to the front door of the child's home address by computer software. 22% of places will be allocated to applicants living closest to Isle of Wight Studio School, 22% of places will be allocated to applicants living closest to Newport (Isle of Wight) bus station, 22% of places will be allocated to applicants living closest to Ryde bus station, 22% of places will be allocated to applicants living closest to Shanklin bus station and 12% of places will be allocated to applicants living closest to Freshwater Village Hall. If one or more of the nodes is undersubscribed places will be reallocated proportionally.
  - v Children of staff for recruitment and retention purposes (children of staff who have been employed at the Isle of Wight Studio School for at least two years or those that meet a skills shortage). These students will be admitted in addition to the admission

number, but limited to a maximum of five per cohort, including the Sixth Form. Applications in this category should be made in the normal way and augmented by a letter directly to the Headteacher of the Isle of Wight Studio School. If more than five places in any one cohort are requested, admissions will be decided by a panel approved by the Governors.

## **5. Further Information relating to the Admissions Criteria**

### 5.1.1 Verification of Information Provided

5.1.2 **The Governors reserve the right to make such enquiries as they consider necessary** to verify the information provided in support of an application for admission under any of the admission criteria. By applying for admission the applicant is deemed to have given consent to such enquiries being made.

5.1.3 The Governors will rely upon the information contained in the application form for admission and if it transpires that any information is false or misleading in a material way, the Governors reserve the right to:

- i. Withdraw the offer of admission, effective even after the child has commenced attendance at the school.
- ii. Pursue their legal rights against parents making such false claims and this will include seeking compensation for loss or expense incurred by the school in rejecting an application due to false or misleading information having been given.

## **5.2 Age of Children Applying for Admission**

5.2.1 Parents of Year 10 children who have reached the age when they are due to transfer to KS4 at secondary school in September are entitled to apply for a place at the Isle of Wight Studio School.

## **5.3 Sibling Criterion 4.5.ii above**

5.3.1 If parents are applying for a place for their child because they have a brother or sister at the Isle of Wight Studio School priority must be claimed by the time of the published closing date for applications, by giving the details required on the application form. If the existence of such a relationship is not brought to the attention of the Governors at that time the child will not be given priority in the allocation of places.

5.3.2 For the purpose of admissions we define a sibling as:

- a brother or sister sharing the same parents

- a half brother or sister, where two share one common parent
- a step brother or sister, where two children are related by parents' marriage or partnership. The partners must have co-habited in a permanent relationship (as if they were husband and wife or civil partners) for a minimum of two years
- An adopted or fostered child

**A sibling must be living at the same address as the applicant when the application is made.**

5.3.3 Parents are required to provide on the application form sufficient details of the brother or sister (who forms the basis of the application under this criterion) to enable the Governors to satisfy themselves that a valid qualifying relationship exists.

**5.4 Children Living Nearest to the School or the predestinated nodal points set out in Criterion 4.5.iv above**

5.4.1 The Governors will offer places to children under this criterion only after they have offered places to children who qualify on LAC or sibling grounds. The Isle of Wight Studio School does not have a predetermined catchment area for the admission of students under this criterion. Each year, after places have been allocated to children on sibling grounds; the distance from the School or nearest nodal point to the homes of the other applicants is measured. Places are then offered to children living closest to the School or the nearest nodal point up to the published number.

5.4.2 The home address for this criterion will be deemed to be the child's permanent address as shown on their parents' Council Tax bill or utility bill.

**5.4.3 Distance from the school and nodal points are measured in a straight line (i.e. as the crow flies). The points taken will be from the address point as set by the Ordnance Survey of the residence to the centre of the school (as determined by the Governing Body); the distances are calculated by the LA for Year 10, also 'In Year' admissions with the points as set above.**

5.4.5 For twins, triplets and other multiple births there will be no tie-breaker and all the children will be allocated a place at the school, if a place is available for at least one of the pupils.

**6. How to Apply for a Place**

**6.1 Applicants must contact the Isle of Wight Studio School directly for an application pack.**

6.2 The completed application form must be returned to the Isle of Wight Studio School directly and addressed to the Admissions Team.

- 6.3 The completed Secondary School application form must be returned by the time of the published closing date. Children for whom applications are received after this date will not be offered a place in the first instance (if the school is over-subscribed) but will be placed on the waiting list and be subject to its procedures.

## 7. Acceptance of Places

- 7.1 The Isle of Wight Studio School will request that a place is accepted or declined or within ten working days of the date of the offer of a place.

**The Acceptance Form must be completed in full and returned to the Isle of Wight Studio School and not to the Local Authority.**

- 7.2.1 Failure to accept your offer will result in the offer of admission being withdrawn and the place will be offered to the next child on the waiting list. The applicant will receive written confirmation of such a withdrawal of a place from the Isle of Wight Studio School.
- 7.3 If upon receiving an offer of admission to the Isle of Wight Studio School, the applicant decides **not to accept the place**, they should tick the second option which confirms they are declining the offer. This should then be returned to the Admissions Team at the Isle of Wight Studio School as soon as possible after the offer has been received.
- 7.4 If a place is not offered at the Isle of Wight Studio School, the child's name will be placed on a waiting list for the year group providing the school is able to meet the needs of that child. The child will be placed on the waiting list according to the admissions criteria. In the event that a place becomes available the Governors will offer admission to the next child on the waiting list. All students will meet the Headteacher or a member of the Senior Leadership team prior to the offer of a place being made.
- 7.5 If the school is full, the child's name will remain on the waiting list for three calendar months after the date an application is made or until a written request to remove the name is made by the parent. Applicants are contacted at the end of this period asking if they wish to remain on the waiting list and given a deadline to reply. If no such reply is received their name will be removed and the next place on the list will become the first in line for any available school space.
- 7.6 If a place is not offered the applicant has the right to lodge an appeal with an Independent Appeal Panel (IAP) appointed by the School.
- 7.7 Appeals against a decision by the Admissions Authority or Governing Body not to offer a place to a child will be dealt with under the appeals procedure of the Independent Appeal Panel.

7.8 Information about the appeals procedure, including the date by which an appeal must be lodged, will be included with the letter notifying the result of the application. Appeals will be heard within 30 school working days of the appeal being lodged by the parent.

## **8 How to apply for a Place - 'In Year' application for Years 10-11**

8.1 This section of the Admissions Policy describes:

- i How to apply for a place for a child who is starting secondary school for the first time (Year 10 – 11 transfer) but whose application is made after the date on which the normal admissions process for a child who is transferring from secondary to secondary school has ended “See Educating Your Child booklet”. Applications for admission after this date are regarded as 'late' applications and are processed as late admission.
  - ii All applications for a place at the Isle of Wight Studio School (i.e. 'in year' applications for a place in Years 10- 11 are required to complete an application form from the school (the Isle of Wight Studio School). This can be gained from contacting the school directly.
- 8.2 The procedure for deciding which children to admit and notifying parents of the outcome of an application will be carried out by the Governing Body Admissions Committee in accordance with the published admissions criteria and offer letters will be administered by the Isle of Wight Studio School for 'In Year' applications **only**.
- 8.3 The Governors reserve the right to withdraw an offer of admission made in error, however caused.
- 8.4 If a place is not offered, the child's name will be placed on a waiting list for the year group. The child will be placed on the waiting list according to the admissions criteria. In the event that a place becomes available the Governors Admissions Committee will make an offer of admission to the next child on the waiting list, a meeting at the school will be arranged and an offer made.
- 8.5 If the application is for a place in Year 10-11 the child's name will remain on the waiting list for three calendar months, or until a place is offered or until the parents ask the school in writing to remove it, whichever comes first.
- 8.6 If a place is not offered the applicant has the right to lodge an appeal with the Independent Appeal Panel.
- 8.7 Appeals against a decision not to offer a place to a child will initially be dealt with by the Governing Body and an independent panel will be formed.
- 8.8 Parents can appeal at any time, regardless of deadlines. Deadlines are only referred

to so that parents can have their appeal heard by the end of term.

**9. Review of the Admissions Policy**

9.1 The Governing Body is required to review the Admissions Policy annually.

9.2 This consultation must be for all admissions from September 2016. All other admissions prior to this date will be administered using previously determined arrangements.

9.3 Review Date: Autumn Term 2017 (October 2017)

9.4 Person responsible: Governing Body Admissions Committee