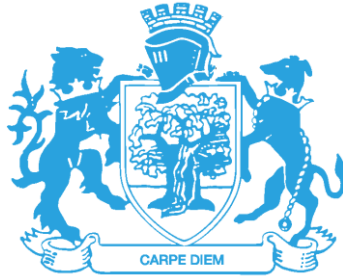


THE WEST BRIDGFORD SCHOOL



Admissions Policy 2018-19

Review date : Autumn 2016
Reviewed by : Local Governing Body
Next review: Autumn 2017

The West Bridgford School is a DfE designated Specialist Technology Academy, which delivers the National Curriculum, but emphasises Mathematics, Science and Design Technology.

The proposed published admission number for Year 7 in September 2018 is 216.

Children with a statement of special educational need or education, health and care plan (EHCP) that names the West Bridgford School will be admitted first. Subsequently, where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

- 1.0 Looked after children and all previous looked after children who were looked after, but ceased to be so because they were adopted (Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002) or became subject to a child arrangements order or special guardianship order (Children Act 1989). A more comprehensive definition of looked after children can be found in the Admissions Code of Practice, para. 1.7 and the accompanying footnote.
- 2.0 Children who live in the catchment area and who attend a linked school at the time of the closing date for applications in the year preceding admission to secondary school. Places will be allocated in the first instance to children who, at the time of admission, will have a sibling attending the West Bridgford School in years 7-11.
- 3.0 Children who live in the catchment area at the time of the closing date for applications in the year preceding admission to secondary school. Places will be allocated in the first instance to children who, at the time of admission, will have a sibling attending the school in years 7-11.
- 4.0 Up to 21 (10%) of places will be offered to those who can demonstrate an aptitude for Technology and could therefore benefit from the distinctive education offered by the West Bridgford School as a specialist technology school.

The parents of those students whose entry is to be based on technological aptitude will be required to present their child for the assessment (one hour) at the West Bridgford School in the year preceding entry, details of which will be published within the school's prospectus.

- 5.0 Children who live outside the catchment area and who attend a linked school at the time of the closing date for applications in the year preceding admission to secondary school. Places will be allocated in the first instance to children who, at the time of admission, will have a sibling attending the West Bridgford School in years 7-11.
- 6.0 All other children who do not qualify for any of the above criteria with priority given to those who live the nearest to the school. No priority is given to siblings.

Technological Aptitude Assessment

Parents who wish to seek a place for their child at the school based upon technological aptitude are asked to present their child for the assessment (1 hour) in the year preceding entry on one of the dates which will be published on the school's website. Arrival time for each day will be 8:45 a.m. The assessment will start at 9:00 a.m. Parents who wish their child to take the assessment should request, complete and return an assessment application form, which is available from the school, at least 7 days before the assessment. Further information regarding the assessment will then be provided. Please note, sitting the assessment is not considered an application in itself. Results of the assessment will be provided before parents have to submit the Common Application.

Admission to the sixth form including admission number for those admitted for the first time

The admission number for the Post-16 Centre will be 120.

The West Bridgford School Post-16 Centre presently only offers 'A' level courses. Subsequently, we propose the following academic entry requirements:

- 3 Grade 5 or above in subjects to be studied **plus** a further 2 or more GCSEs at grade 5 or above.
- A minimum of Grade 7 in Maths GCSE will be needed to study Further Maths. To commence any A level programme, students will normally be required to achieve Grade 5 in both English and Mathematics.

The number of places available for external candidates for Post-16 entry in year 12 is 10.

Priority in the first instance for entry into our Post-16 Centre will be given to children with a statement of special education needs or education, health and care plan (EHCP) that names the West Bridgford School.

Over-subscription for the Post-16 Centre

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

- 1.0 Children in public care who are 'looked after' at the time an application for admission is made or who the local authority can confirm has been looked after but has ceased to be so because they were adopted, or became subject to a residence order or special guardianship order, immediately following having been looked after and who meet the academic entry requirement.
- 2.0 Children who already attend the school and meet the academic entry criteria.
- 3.0 Children who do not presently attend the school and meet the academic entry criteria. In the event of an over-subscription of the above criteria, proximity to the school will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from the home address to the main reception office of the school.

Definitions:

Residence

This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week.

Proof of permanent residence (minimum 12 months tenancy agreement in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. If a parent lives in rented accommodation within the catchment area yet still owns another property within 20 miles of the school, the address of the owned property will be taken as the place of permanent residency, even if it is rented out to a third party.

Sibling

The governors define sibling as being those children who share the same biological parents. This includes brother, sister, half-brother or half-sister or legally adopted child living at the same address as the child.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person by virtue of a court order; and any person who, although not a natural parent, has care of a child or a young person by virtue of a court order.

Measuring distance 'as the crow flies'

For applications in the normal year of entry which are managed under the coordinated admissions arrangements distance is measured using software available to the Local Authority and the school governors use this information to rank order applications.

For all other applications the governors of the school use Google Maps to measure distance.

Catchment Area

This is our historical catchment area which has remained unchanged for many years and comprises of the combined catchment areas of our family (linked) primary schools. Our catchment also includes Wilford Village, as defined by being east of the A52 road and south of the River Trent. All of the streets within our catchment are listed on the school's website.

Linked schools

These are Greythorn, Heymann, Jesse Gray, West Bridgford Junior and West Bridgford Infants.

Closing date

This is the deadline for the application of the Common Application as defined by the Local Authority in their coordinated scheme.

Late applications

Late applications are those submitted after the closing date for the coordinated admissions scheme and will be dealt in accordance with that scheme. Late applications will be considered up to the date specified in the coordinated scheme providing the applicant can evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, family trauma. Supporting evidence may be required.

When the school is informed by the local authority that a place has been offered, the local authority will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within 14 days, the school will notify the local authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

Waiting list

If, after the offer of places has been made, the school is over-subscribed, all unsuccessful applicants will be placed on the waiting list which will be administered by the governors of the school in partnership with the local authority for the duration of the coordinated admissions scheme. Your position on this waiting list will be determined by the school's published over-subscription criteria. The waiting list will remain open until 31 December in the year of admission and will be administered by the governors of the school. No waiting lists for any other year are maintained.

Independent Appeals

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances and only then at the discretion of the governors. Parents wishing to appeal should write to the Clerk to Governors, c/o West Bridgford School, Loughborough Road, West Bridgford, Nottingham NG2 7FE within 20 school days of notification.

Coordinated admission scheme

All applications for places in the normal year of entry are made on the Common Application. For entrance to the school in September 2017 the closing date of the coordinated admission scheme is 31 October 2016, preceding admission to secondary school. Places are allocated on 1 March 2017.

Applications outside the normal year of entry

All applications made outside of the normal year of entry should be made directly to the school and will be administered by the governors. In the event of a place being available in the appropriate year group an offer of a place at the school will be made. If no place is available, the parent will be informed of this along with the right of appeal for the refusal of a place.

Tie breaker

In the event of the need for a tie breaker in any of the over-subscription criteria listed in this policy, random allocation will be used. If a child is offered a place as a result of random allocation yet also has a sibling of the same age seeking a place and residing at the same address, the sibling will also be offered a place.

Withdrawing an offer of a place

Any offer of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residency in the catchment area and the failure of a parent to respond to an offer of a place within 14 days.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. This also applies to parents of summer born children (1 April to 31 August). When applying for a place parents need to make it clear that they are seeking a place outside of the child's normal age group and they should clearly state why. Parents should supply any relevant supporting information such as the child's academic, social and emotional development, the child's medical history and the views of a medical professional, and whether the child has previously been educated out of their normal age group. You will be informed in writing of the governors' decision with clear reasons for this decision. Parents have a right to appeal if their request is refused by not if a place is offered at the school but it is not the parents preferred age group.