



The Blyth School

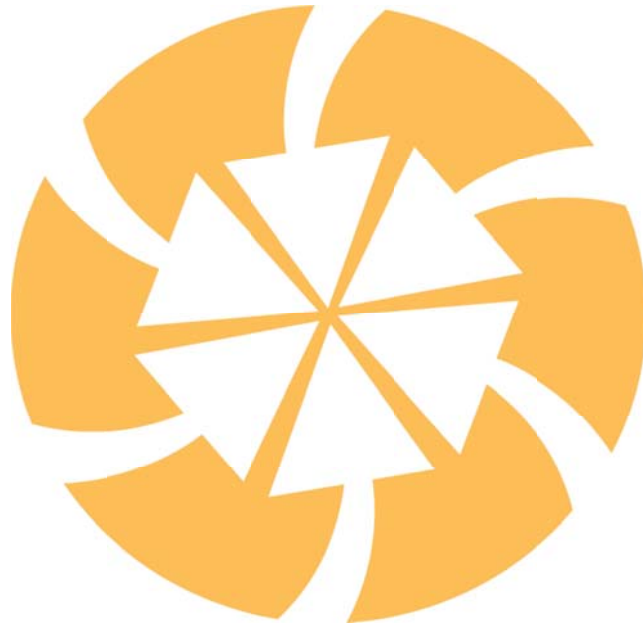
Community College

ADMISSIONS POLICY

School Name: The Blyth School
Date Policy Formally Reviewed/Approved By Governors:
Date Policy Becomes Effective: 6th September 2010
Review Date (s): 6th September 2011
Person(s) responsible for Implementation and Monitoring: RS/GE
Author: RS
Location of Policy: BK File, Staff Intranet, School Website
Other relevant policies: Child Protection Policy Bullying & Harassment Policy

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Blyth School, Community College



Admissions Policy

At The Blyth School Community College we adhere to the Northumberland County Council Admissions Policy for Community and Voluntary Controlled Schools. This is set out below:

Northumberland County Council Admissions Policy for Community and Voluntary Controlled Schools - 2011/12

Transfer Admissions - First to Middle; Middle to High; Primary to Secondary schools

The Admissions Policy for Community and Voluntary Controlled Schools

- 1.1 The County Council is obliged to admit all applicants to a particular school provided these do not the school's Published Admission Number (PAN).
- 1.2 The Published Admission Number of each school for entry in September 2011 is published in the Admissions Handbook. The Admissions Handbook will be available from September 2010.
- 1.3 If applications for places at a particular school exceed the Published Admission Number, priority is given in accordance with the criteria set out below.

Children with a Statement of Special Educational Need that names a school on the statement must be given admission to that school before other applicants. Children with such a Statement have no further rights under the School Admissions Code of Practice or this Admission Policy. However, it should be noted that where it is known before the allocation of places that one or more children with a Statement of Special Educational Need have a school named on that Statement, this will reduce accordingly the number of places remaining available at that school.

A child in care (looked after child) is a child who is in the care of a Local Authority or who is provided with accommodation by that authority and is resident or will be resident in Northumberland by the appropriate admission date.

Admission authorities must give highest priority to children in care in their over subscription criteria.

The priority order for considering remaining applications is as follows:

1. Pupils living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date.

You will be asked to provide evidence of residency in the catchment area of the requested school, if the school you have applied for is oversubscribed.

2. Pupils on whose behalf evidence of exceptional medical or exceptional social need is

presented. For example, where one or both parents or the child have a disability that may make travel to a school that is further away difficult. Evidence must be supported in a written statement by a professionally involved third party, such as a doctor or a social worker.

The supporting evidence should set out the particular reasons why the school in question is the most suitable school and must be submitted at the time of application. **You will not be allocated a place under this criterion if the required evidence is not produced at the time of application. For further information about qualification under this criterion ring 01670 533661.**

3. Pupils resident in the greater catchment area of the school partnership who have siblings already in the school who are expected to be on roll at the school at the time of admission. Evidence must be presented to confirm that the child will be living in the greater catchment area by the appropriate admission date.

You will be asked to provide evidence of residency in the greater catchment area of the requested school, if the school you have applied for is oversubscribed.

This criterion does not apply to pupils transferring into a High or Secondary School.

4. Pupils living within the greater catchment area of the school partnership and those on whose behalf firm evidence is presented that they will be living in the greater catchment area by the appropriate admission date.

You will be asked to provide evidence of residency in the greater catchment area of the requested school, if the school you have applied for is oversubscribed.

5. Pupils who have an older brother or sister who already attends the school including sixth form and who is expected to be on roll at the school at the time of admission.

For the purpose of admissions siblings are deemed to be brothers and sisters, step brothers and sisters, adopted brothers and sisters and other children who reside permanently in the household and are treated as siblings.

6. Requests on behalf of pupils which are based on the need to maintain continuity of educational provision within the feeder pattern of Northumberland's schools.

This criterion relates to pupils transferring from a First to Middle, Middle to High or Primary to Secondary school. This criterion does not apply to those pupils who have entered a school in the final year before transfer.

7. Pupils on whose behalf preferences are expressed on grounds other than those outlined above.

Multiple Births

Where there are more applications than places available children from multiple births will be given priority within each of the above criterion. If a further tie break is necessary distance between home and the school will be used to prioritise applications (see below).

- 1.4 Should it prove necessary, because places are limited, to distinguish between pupils in any given category priority will be given to those who live nearest to the school, measured in a direct line ('as the crow flies') from the front door of the home to main gate of the school. The distance checker is contained within the EMS school admissions software using GIS data. Distance checking is an integral function within the school admissions software ensuring consistency in measurement.
- 1.5 Applications on behalf of children who are resident in other Local Authority areas will be considered in the same way as applications from Northumberland residents.
- 1.6 Children with disabilities will be treated no less favourably than other applicants for a admission. Schools are under a duty to make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage, and no child will be refused a place on the grounds of disability. A pupil has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.
- 1.7 The County Council reserves the right to vary these criteria within the relevant year to take account of revisions to legislation or its interpretation by the courts.
- 1.8 In instances where it is demonstrated that a place in a preferred school has been obtained on the basis of a false statement of address, the County Council reserves the right to discount the clause covering attendance at a feeder school when considering an application for a place on transfer to the next stage of schooling. The Local Authority also reserves the right to withdraw a place at a school if information relating to address or any other matter is found to be false.
- 1.9 In cases when an application for a place has been unsuccessful, the child's name will be placed on a reserve list for the school in question under the appropriate Co-ordinated Scheme. Under the Coordinated Scheme, reserve lists will be maintained until the end of the first term of the school year to which they relate. No further arrangements will be made to maintain reserve lists after 31 December 2011.
- 1.10 Those parents whose application to a school has been unsuccessful will be notified of their right of appeal to an Independent Appeal Panel. The School Standards and Framework Act 1998, gives this right to all parents whose application for a school has been unsuccessful. The decision of an Appeal Panel is binding on both the Admission Authority and the school. The DfE Code of Practice on school admission appeals can be found on the DfE website at: www.DfE.gov.uk.

2 Co-ordinated Arrangements

2.1 **The following arrangements come under the auspices of the relevant Co-ordinated Scheme and are common to all admission authorities in Northumberland.**

2.2 The last date for receipt of requests for places for September 2011 will be determined by the relevant Co-ordinated Scheme. Application forms submitted after the closing dates will result in late offers being made.

2.3 In line with the Co-ordinated Scheme for Middle, High and Secondary Schools, parents of children transferring to either Year 5 or Year 9 at a Middle or High School, or Year 7 in the case of a Secondary School, will be informed of the outcome of their application on National Offers Day (1 March 2011).

Parents applying for places in other year groups in all schools will be notified under the arrangements of the relevant Co-ordinated Scheme.

2.4 The parents of all pupils who are starting or transferring school must complete a parental preference form. This is referred to in the Co-ordinated Scheme as the COMMON APPLICATION FORM. This also includes anyone living in the catchment area of school.

2.5 Parents should complete only one Common Application Form but may make a request for up to 3 schools on that form. They should rank the schools in order of preference, setting out the reasons for their preferences in accordance with the criteria used for prioritising applications. Some Admission Authorities (Governing Bodies of Voluntary Aided schools, Academies, Foundation or Trust Schools) may require parents to complete a supplementary form, but only if the additional information is necessary for the school to apply its admission arrangements. Parents may make requests for more than one school, but will only be offered one school place.

2.6 All schools are asked to ensure that all pupils in Year 4 or Year 8, and Year 6 in the case of a two tier partnership, complete and return a form before the closing date. These forms should be sent to the Admissions Team immediately after the closing date. Any pupil who begins in Year 4, Year 6 or Year 8 after the closing date should complete and return a form as soon as possible.

3. Admission to Year 12 in High and Secondary Schools:

3.1 For schools where external pupils are admitted to Year 12, High and Secondary Schools must publish an admissions policy. This policy should state the number of students that will be admitted to school for the first time. It should also give the over subscription criteria. Entry criteria for pupils transferring from Year 11 should be the same as for external applicants and entry should not depend on attendance, behaviour records, or perceptions of attitude or motivation.

- 3.2 No parents or students should be interviewed as part of the application or admissions process and it should be made clear to parents and students that any meeting such as information evenings form no part of the admissions process.
- 3.3 Any applicant who is refused entry into Year 12 has the right of appeal to an Independent Appeal Panel and the decision of that panel is binding on both the Admission Authority and the school.
4. Publication of the Local Authorities Admissions Handbook (2011/12)

The Admissions Handbook for September 2011 entry will be available from the beginning of September 2010. Schools must make their own prospectus available to parents 6 weeks before the closing date for applications. This means that schools prospectuses should be available no later than 6 September 2010.

5. Admissions timetable

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| 6 September 2010: | E-admissions portal opens. |
| 6 September 2010: | Common Application forms together with Admissions Information and School Prospectuses issued to parents. |
| 31 October 2010: | Closing Date for Applications: E-admission portal closes. |
| 1 March 2011: | Parents notified of the outcome of their applications for school places |
| 15 March 2011: | Last date for offers to be accepted by parents. |

The Blyth School

In Year Admission Procedures (All Key Stages).

1. Northumberland County Council - Immediate Transfer Form will be received by BK.
2. BK & GE review the Immediate Transfer Form and decide whether or not to admit the student based on the following criteria:
 - Capacity within Curriculum.
 - Capacity regarding current Staffing.
 - Capacity to provide the necessary support for the student.

BK may request that the relevant Head of Key Stage gathers more information prior to making a decision.

3. If:
 - a. the student is to be admitted the Immediate Transfer Form is forwarded to RS.
 - b. the student is not to be admitted BK responds to Northumberland County Council stating the reasons why.
4. RS arranges a 1 hour meeting with the student to be admitted and the parent/carer. During this meeting the student and parent/carer are given a tour of the school and information from the 'Welcome to The Blyth School – A Guide for Parents/Carers' booklet is explained. The parent/carer will also receive a copy of FPN (data protection documentation). Any questions or concerns are also addressed during this meeting.
5. If the parent/carer decided they wish to pursue the admission the following forms must be completed and returned to the person/department in brackets:
 - a. Data Collection Form, year specific. (Relevant Key Stage Admin Staff)
Key Stage Admin Office will request CTF from previous school at this stage.
 - b. School Comms Registration Slip (JH)
 - c. Uniform Order Form (JSF)
 - d. PE Kit Order Form, gender specific (JSF)
 - e. Application for free School Meals Form (Relevant Key Stage Admin Staff)
 - f. Library Membership Form (OLC)

Packs of the forms are already collated for each year group/gender in the filing cabinet in RS office.

6. RS will send an email to the school ICT Technicians to create a username and password for the students.

7. On the students first day the student will shadow another student within the same year group for lessons & registration. RS will take the students briefly during the day to register at the OLC and get their locker key.
8. The students will be taken to JD to carry out initial tests to establish an academic level. JD will also register the students on the cashless lunch system at this time.
9. The results from the tests will be given to the relevant Head of Key Stage who will use the information to produce a timetable for the student with IHD.
10. Immediate Transfer Forms will be kept in the Admissions Folder in RS office. RS will also keep a record of all completed admissions carried out within the school year.