



ADMISSIONS POLICY

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
			V1.0	

1.0 Introduction

- 1.1 Vision Studio School will support young people aged 14-19 to develop the skills they will need to gain employment or to progress to further study. The Studio School aims to address a current skills shortage amongst young people in Mansfield and neighbouring areas. Our aim is to support young people in this area to become work-ready, confident to succeed in the workplace or in running their own business in the future.
- 1.2 The admissions process for Vision Studio School is compliant with the School Admissions Code and the School Admission Appeals Code, February 2012. This includes criteria for deciding which applicants will be allocated places if the school is oversubscribed. The West Nottinghamshire Educational Trust will be responsible for admissions arrangements to the Vision Studio School and provision for any independent appeal against a refusal of a place in the school.
- 1.3 Applications for Year 10 entry from September 2015, will follow the coordinated admissions arrangements put in place by Nottinghamshire County Council. The closing date for applications for year 10 entry will be 31 October 2014, however, late applications will be processed in line with Nottinghamshire County Council's coordinated arrangements.
- 1.4 Parents/carers will be required to submit an application through their home local authority and state Vision Studio School as their preference. Applicants will be asked to indicate a preference for vocational subject area in line with the published vocational specialisms of the school.
- 1.5 Applications for Year 12 entry in September 2015 will be handled by Vision Studio School directly. Parents/carers can apply by completing the application form to be found at www.visionstudioschool.co.uk or by telephoning 01623 413622 to obtain a hard copy of the application form. Applicants will be asked to indicate a vocational specialism in line with those published for the studio school. The closing date for applications for year 12 entry will be **31st October 2014**. Parents and young people will be informed if they have a place on **17 November 2014**. Late applications will be accepted and, should places be available, offers made. Should the Studio School have reached its PAN by the closing date applicants will be put on a waiting list in order of the over subscription criteria of the school.

2.0 Published Admission Number (PAN)

- 2.1 The Published Admission Number (PAN) is the number of places available to external applicants. The capacity is the maximum number of places per year group. The PAN for Year 12 will reduce in 2016/17 as the students from Year 11 progress to Year 12.
- 2.2 The Published Admission Number in Year 10 will be 75 from 2015. When the number of applicants is below this number, all applicants will be admitted.

When the number of applicants is greater than this number the over subscription criteria will be applied.

- 2.2 The Published Admission Number in Year 12 for 2015/16 is 75. When the number of applicants is below this number, all applicants will be offered a place. When the number is greater than this number the over subscription criteria shall apply.
- 2.3 In September 2016, all Year 11 students at Vision Studio School will be entitled to progress to Post-16 provision if they meet the minimum academic entry requirements. In September 2016 the capacity in Year 12 will be 75 and the PAN 25. From September 2017 the Studio School will only admit external applicants if Year 12 is undersubscribed by its own students.
- 2.4 Details of progression criteria at Post-16 will be published in the annual prospectus. Both internal and external students wishing to enter Post-16 provision at the school will be expected to have met the same minimum entry requirements.
- 2.5 If either internal or external applicants fail to meet the minimum entry requirements for year 12 entry, they will be given the option of pursuing alternative courses at Vision Studio School for which they do meet the minimum requirements.

3.0 Special Educational Needs (SEN)

- 3.1 Children with a statement of Special Educational Needs that name Vision Studio School as an appropriate school will be allocated a place. For all other year 12 entrants, applicants must meet minimum entry requirements

4.0 Applicants for Post-16 (year 12) places

- 4.1 Both internal and external students wishing to enter Vision Studio School's Post-16 provision will be expected to have met the minimum entry requirements as outlined below:
- For Level 3 programmes, the minimum qualifications required are at least five GCSEs at grade A*-C including English and Mathematics. Some courses will require specific GCSE subjects to be achieved at least at grade B.
 - For Level 3 programmes, equivalent Level 2 vocational qualifications at merit or distinction, plus GCSE grade A*-C in English and Mathematics.
 - For Level 2 vocational programmes, the minimum qualifications required are four GCSEs at grade D or above, usually including English and Mathematics.

- Details of specific GCSE attainment for particular courses is available on the Vision Studio School website.

5.0 Oversubscription Criteria for Year 10 and Year 12 Applicants

5.1 When the number of applications is greater than the published admissions number, and after the admission of students with a Statement of Special Educational Needs which names the Vision Studio School, places will be allocated using the following admission criteria in order of priority:

5.1.1 Priority One: Looked After Children and Previously Looked After Children

Children in Public Care, (Looked after Children and previously looked after young children), will be given highest priority for admission to the school. Looked after children are children who are in the care of the local authority or provided with accommodation by a local authority. This also includes previously looked after children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

5.1.2 Priority Two: Priority Admissions Area

Children whose home address is in the Studio School's priority admission area will be the next to be given priority. If there is oversubscription in this category we will apply independently scrutinised random selection.

The priority admission area will be a geographic area of Nottinghamshire, Derbyshire and Nottingham City covered by a circle with a radius of 10 miles with the principal entrance of the main administrative building of the school at the centre of this circle. Distances will be measured as the crow flies from the child's home address to the principal entrance of the main administrative building of the school. Distances will be measured using Nottinghamshire County Council's computerised distance measuring software for year 10 applicants and utilising The National Land and Property Gazette Software for year 12 applicants.

5.1.3 Priority Three: Outside the Priority Admissions Area

Children whose home address is outside the Studio School's priority admissions area will be given the next priority. If there is oversubscription in this category those living nearer to the school as the crow flies will have priority over those living further away. Distances will be measured from the entrance to the child's home to the principal entrance of the main administrative building of the school. Distances will be measured using Nottinghamshire County Council's computerised distance measuring software for year 10 applicants and utilising The National Land and Property Gazette Software for year 12 applicants.

In all cases the home address will be the address at which the applicant resides for most days in the week (Monday to Sunday).

6.0 Tiebreaks

6.1 In the event of a tie between two or more applications that cannot otherwise be separated, for example two applicants living exactly the same distance from the school, then a 'tiebreak' will be applied through independently scrutinised random selection.

7.0 Waiting List Provisions

7.1 For year 10 applicants, if the school is oversubscribed, a waiting list will be held in partnership with Nottinghamshire County Council, until the end of the first school term in the year of admission. Inclusion on a waiting list does not mean that a place will eventually become available.

7.2 For year 12 applicants, if the school is oversubscribed, the studio school will hold a waiting list until the end of the first term in the year of admission. Inclusion on a waiting list does not mean that a place will eventually become available.

7.3 Waiting lists will be maintained until 31 December of the year of entry.

8.0 Fair Access protocol

8.1 Vision Studio School will participate in Nottinghamshire County Council's Fair Access protocol.

9.0 In-year admissions

9.1 Applications for places made after the 31 August 2015, will be classed as an in-year admission. Applications for in-year admissions should be made to the Studio School directly using the application form available on the school's website www.visionstudioschool.co.uk or by telephoning 01623 413622.

9.2 If places are available, these will be allocated. A decision will be communicated to parents within 5 working days of receipt of the application.

9.3 If more applications are received at the same time than places available, the studio school's over-subscription criteria will apply. Distances will be measured using the National Land and Property Gazette Software.

10.0 The Appeals Procedure

10.1 Parents/carers have the right to appeal to an independent appeals panel following a decision to refuse the admission of their child. Students have the right to appeal against a decision to refuse admission to post 16 provision. The West Nottinghamshire Educational Trust is responsible for arranging the

admission appeal and will appoint an appeals panel in accordance with Section 1; Constitution of Appeals Panels, of the School Admission Appeals Code, February 2012. Appeals should be lodged within 20 working days of the date of refusal.

- 10.2 Full guidance on how to make an appeal and the form to be completed can be found on the Vision Studio School website at www.visionstudioschool.co.uk; alternatively you can telephone 01623 413622.

Definitions within the policy

Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 'school' nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken to be the place of residence. 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.

Looked after and previously looked after children

A looked after child is 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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Previously looked after children are those who were adopted immediately following having been looked after. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Parents

For school admissions the Studio School will consider the following as parents:

- the mother of the child
- an adoptive parent
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the

- father on the birth certificate
- any other person who has acquired 'parental responsibility through the courts

Adopted by Vision Studio School on _____

Chair of Governors (signature) _____

(print) _____

Principal (signature) _____

(print) _____

Next review date