



ADMISSIONS POLICY 2017/18

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
A.Campbell	Governors	14 July 2015	V1.0	April 2016
H.Scott Interim Principal	Governors	25 February 2016	V2.0	April 2017

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. Vision 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. This includes criteria for deciding which applicants will be allocated places if the school is oversubscribed. The West Nottinghamshire Educational Academy 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 2017 will be co-ordinated by Vision Studio School, following the Amendment of Admissions Annex to the Funding Agreement, to recognise derogation to opt-out of LA Co-ordination, agreed with the Secretary of State, determined by the Governing Body of the school on 25 February 2016.
- 1.4 This amendment to Annex B of the Funding Agreement (originally dated 7 February 2014), confirms that Vision Studio School will opt out of local authority co-ordinated admissions with effect from September 2016, with co-ordination by the school of all entries to the school from September 2017.
- 1.5 Parents/carers of Year 10 entry-age students wishing to join the school from September 2017 will be required to submit an application through Vision Studio School's website, using an online application 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 preference for vocational subject area in line with the published vocational specialisms of the school.
- 1.6 The closing date for applications for Year 10 entry will be **31st October 2016**. Parents/carers and young people will be informed if they have a place on **16th November 2016**. Late applications will be accepted and, should places be available, offers made. Should Vision 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.
- 1.7 Applications for Year 12 entry in September 2017 will also 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 school.
- 1.8 The closing date for applications for Year 12 entry will be **31st October 2016**. Parents/carers and young people will be informed if they have a place on **16th November 2016**. Late applications will be accepted and, should places be available, offers made. Should Vision 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.
- 2.2 The Published Admission Number in Year 10 is 75. 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.
- 2.3 The Published Admission Number for external applications in Year 12 for 2017/18 is 25. 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.
- 2.4 In September 2017, 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 2017 the capacity in Year 12 will be 75 and the PAN 25.
- 2.5 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.
- 2.6 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 Statement of Special Educational Needs or Educational, Health and Care Plan

- 3.1 Children with a statement of Special Educational Needs or Educational, Health and Care Plan 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 are 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 or Education, Health & Care Plan 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 utilising The National Land and Property Gazette Software for all 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 utilising The National Land and Property Gazette Software for all 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 at Vision Studio School, 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, Vision 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. Vision Studio School is a member of the Mansfield Area Partnership.

9.0 In-year admissions

- 9.1 Applications for places made after the 31 August 2017, 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/carers within 5 working days of receipt of the application.
- 9.3 If more applications are received at the same time than places available, Vision 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 Academy 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.

11.0 Admission of Children Outside the Normal Age Group

- 11.1 Parents/carers may seek a place for their child outside the normal age group, for example, if the child is gifted and talented or had experienced problems such as ill health.
- 11.2 Nottinghamshire residents should submit an application through Vision Studio School's website, using an online application 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 preference for vocational subject area in line with the published vocational specialisms of the school. The school will make a decision taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Principal will also be taken into account. When informing a parent/carer of the decision on the year group to which the child should be admitted, the parent/carer will be notified of the reason for the decisions.

- 11.3 Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of the decision, the child will be admitted to a relevant age group (ie. the age group to which students are normally admitted to the school) Vision Studio School will process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent/carer has a statutory right to appeal against the refusal of a place at Vision Studio School for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

12.0 Definitions within the policy

12.1 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.

12.2 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 child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

12.3 **Parents/Carers**

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

- 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; or
- any other person who has acquired 'parental responsibility through the courts.

Adopted by Vision Studio School on: 25 February 2016

Chair of Governors (signature) _____

Dame Asha Khemka

Principal (signature) _____

Ms H Scott

Interim Principal

Next review date: April 2017