

BAXTER BUSINESS & ENTERPRISE COLLEGE



**ADMISSIONS POLICY FOR
ADMISSIONS IN SEPTEMBER 2010**



BAXTER BUSINESS & ENTERPRISE COLLEGE

Admissions Process

Applications for all school places must be made on the Common Application Form (CAF) provided by the parent[s]/Guardians[s] home Authority, with the opportunity to nominate schools, ranked in order of preference. The CAF forms will be provided direct to parents via primary schools from their home Local Authority. It is also available on-line at www.worcestershire.gov.uk for residents living in Worcestershire, the form is SA1. (Different links can be used if you are resident in another Local Authority). Once completed the CAF (including if you apply on-line) must be received by your home local authority by their deadline.

The home Local Authority not the school will notify parents of the outcome of their application for a place.

Applications arising later in the year will follow a similar process as explained in the Co-ordinated Scheme published by Worcestershire County Council.

Applying for Places

Applications are welcomed from all who wish their children to attend Baxter Business and Enterprise College. Students and their parent[s]/Guardians[s] who are considering applying are warmly invited to visit the School. The school holds an Open Evening for Year 6 students and their parent[s]/Guardians[s] in the October of the year prior to intended admission. Experience suggests that there will usually be more applications than places. The Governors have a Published Admission Limit of 196 places for Year 7. The following procedure for applications is designed to ensure that the Governors' Admissions Policy is applied as fairly and consistently as possible.

Procedure

All applications submitted to the home Local Authority naming Baxter Business and Enterprise College will be forwarded to the school. The Governing body will rank all applications against the published Admission Criteria. Your home Local Authority will sort applications into preference order and will send those nominating Baxter Business and Enterprise College in any position to the Governing Body for assessment. Late applications will receive lower priority and will only be considered after the applications received (or deemed to be) on time. Applications will be sorted in descending order according to the Oversubscription Criteria below. With only 196 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.

In-year applications should be sent to the Admissions Section of Children's Services. The application will be processed in the normal way but parents and carers need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim. Schools can be required to admit pupils recognised by the Local Authority as being 'hard to place' within the 'Fair Access Protocol'. This will apply to pupils who have had their case reviewed by the relevant 'Headteacher Fair Access Panel'.

Statemented Students - Students for whom a Statement of Special Educational Needs has been agreed naming the School on the Statement.

These students are automatically admitted to the School. Where places required by statemented students are known before the Admissions Committee meets, the number of pupils with statements naming this School will be deducted from the 196 places available to be offered.

Looked After Children

Students who are in the care of a Local Authority or provided with accommodation by the Authority in accordance with Section 22 of the Children Act 1989 will be given top priority in accordance with the Admissions Code of Practice. 'Relevant' is all those in the care of the Local Authority or provided with accommodation by the Local Authority under the terms of the Children Act 1989, 'looked after' at the time of the application for admission and who will still be 'looked after' **at the time of admission.**

Parent[s]/Guardians[s] – parent, guardian and others who have actual care of a student and whose address appears on the student benefit book or other legal agreement confirming the care of the student

Sibling – pupils who would still have a **sibling connection** attending the school at the time of application and still attending at the time of admission. The sibling connection, as well as brother and sister will include half-siblings (that is children who share one birth parent), step-children and legally adopted children. They must also be living at the same home address.

Multiple Births – in the event of oversubscription a random selection will be made by lottery and supervised by a person independent of the Governing Body.

Home – must be the address where the student usually lives. Places cannot be offered on the basis of a possible future address. If you move to a different address but have not sold or given up the tenancy of your previous home, this will not count as a change of address. Also, if you allow your child to live with someone in a different area, the student's usual home will be taken as their home address for the measurement of distance. Students who have parent[s]/Guardians[s] with shared responsibility will have the address of the parent/Guardians who is in receipt of Child Benefit used as their home address for admissions purposes. If you are moving, the Governors will need one of the following before they can consider your new address when applying the Oversubscription Criteria for a place at this School:

- a letter from a solicitor confirming that you have exchanged contracts to buy a property
- a tenancy agreement confirming that you will be renting a specific property
- a letter from a housing association confirming that you will be living at a specific address

In the event of equi-distance then any available place will be allocated by random allocation. This process will be conducted independently of the Governing Body.

Catchment Area School - is the school allocated by the LA to take children for the geographical area within which your address falls. It is likely to be the school nearest to your home address but this will not always be the case.

Criteria for Admission to Baxter Business and Enterprise College

Baxter Business and Enterprise College is a popular school, which has recently been oversubscribed. The purpose of the published over subscription criteria is to give everyone a fair opportunity to apply for a place at the school. The Governors' **Admissions Committee** take considerable time and the utmost care to ensure that the system is applied fairly.

When there are more applications than places students will be admitted in the following order of priority:

- i) Relevant* 'Looked after' children
- ii) Students living within the **catchment** area of the school.
In the event of a school catchment area change being approved, students who would still have a **sibling connection** (as defined in our policy) at the time of admission and who are identified as living at the same address in the previous catchment area for a school, (but not within the revised catchment area), at the time the change was approved, are included in this category.
- iii) Students who would still have a **sibling connection**: (see page 3) attending the school at the time of application and still attending at the time of admission.
- iv) Students who have a **significant reason** for admission, such reasons, the validity of which will be determined by the Admissions Committee of the Governing Body, will include medical, social or compassionate grounds. To be considered under this category it has to be shown that only this school can meet the medical, social or compassionate needs.
Parents/carers are required to produce a medical certificate or other appropriate information from an independent source. **(Significant reasons will not be considered unless independent supporting information is attached to your application form when submitted);**
- v) Students who were attending a **Baxter Pyramid feeder** school at the time of application, please refer to Information for Parents Book for details;
- vi) Students who live **nearest** the school by the shortest available walking route. The measurement will be taken from the front entrance of the pupil's home to the nearest school entrance, which is the access point to the school site, along a road or made up footpath.

Where there are too many applications from within any of the categories the next criteria will be applied.

This deadline will be adhered to **strictly**. Applications received after this date will be at a disadvantage in the event of oversubscription. **We remind you that you will only receive a single offer of a school place under the Co-ordinated Admissions process. This offer will be of your highest ranked school, where a place is available.**

Offers of Places

The Governors' Admissions Committee will rank all applications received in order of priority as described above. This list of students for whom places could be offered will then be provided to the Local Authority who, according to the Co-ordinated Scheme, will make offers. The offer of a place will be a single offer to you, of your highest ranked school, where a place is available. Those for whom no place can be offered are advised of their right to appeal.

Firm offers will be made by the home Local Authority on the published date. They will not be made by Baxter Business and Enterprise College.

The Governors reserve their right to withdraw an offer of a place before the student is admitted to the school where it is found that the:

- offer of a place has been made on the basis of a fraudulent or intentionally misleading application which effectively denied a place to a student with a stronger claim
- or where a parent/Guardian has not responded to the offer

Waiting Lists

The parent[s]/Guardian[s] of students who are unsuccessful in gaining a place will have the student's name placed on a waiting list for a place at Baxter Business and Enterprise College irrespective of whether they make an appeal against the decision not to offer them a place. If a place becomes available, it will be allocated according to the oversubscription criteria listed above. This list will be maintained until the end of the Autumn Term.

Each term the waiting list is rewritten and a renewed expression of interest to remain on the waiting list must be received by the school.

Appeals

The parent[s]/Guardian[s] of children who are unsuccessful in gaining a place at Baxter Business and Enterprise College will be able to appeal to an Independent Appeals Panel. Parent[s]/Guardian[s] wishing to exercise this right should contact in writing the Clerk to the Governing Body of Baxter Business and Enterprise College within fourteen days of receipt of notification.

The Independent Appeal Panel's procedures are in accordance with the Schools Standards and Framework Act 1998, as amended by the Education Act 2002 and the Schools Appeals Code of Practice. Parent[s]/Guardian[s] may attend the hearing of their appeal and make their case to the panel.

Admissions to Sixth Form

Applications are welcomed from all who wish their children to attend Baxter Business and Enterprise College Sixth Form. Students and their parent[s]/Guardians[s] who are considering applying are warmly invited to visit the School. The school holds an Open Evening for Year 11 students and their parent[s]/Guardians[s] in the October of the year prior to intended admission. Experience suggests that there will usually be more applications than places. The Governors have a Published Admission Limit of 10 places for children admitted to the Sixth Form from outside of the main school for each Y12 and Y13 of the Sixth Form.

i) General Entry Requirements

- For courses at AS/A2 level and level 3 BTEC: 5A*-C grades including English and Maths (or equivalent)
- For courses at Intermediate BTEC level: 2 A-G grades at GCSE (or equivalent)

The above are general entry requirements for a Sixth Form course. Some subjects/courses will require more specific qualifications to have been achieved in order to study that subject/course;

- ii) in the event of there being more applications from qualifying students than places available, the normal admissions criteria priorities above will apply.