



## Admissions Policy for admissions in September 2010

### 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](http://www.worcestershire.gov.uk) for residents living in Worcestershire. (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 The Bewdley School & Sixth Form Centre. 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. The Governors have a Published Admission Limit of 168 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 The Bewdley School & Sixth Form Centre 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 The Bewdley School & Sixth Form Centre in any position to the Governing Body for assessment.

Applications will be sorted in descending order according to the Oversubscription Criteria below. With 168 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.



**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 168 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** – students 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) and legally adopted children. They must also be living at the same home address.

**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

**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 The Bewdley School & Sixth Form Centre

The Bewdley School & Sixth Form Centre is a popular school. 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**: (as defined in our policy) 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 **feeder** school at the time of application;
- 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. In the event of equi-distance any places will be allocated by the drawing of lots.

This deadline will be adhered to **strictly** and 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 within fourteen days of the date of the Local Authority posting the letter.

**Firm offers will be made by the home Local Authority on the published date. They will not be made by The Bewdley School & Sixth Form Centre.**

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 within 14 days of the offer being made.

### **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 The Bewdley School & Sixth Form Centre 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.

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 The Bewdley School & Sixth Form Centre 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 The Bewdley School & Sixth Form Centre 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.

Details of the number of applications, the number of appeals heard and how many of those were successful in gaining admission are as follows:

### **'In Year' Transfer Arrangements**

Parents or carers seeking to transfer to a Community or Voluntary Controlled school that does not involve a house move, or where there is no need for an immediate move, should send an application to the Admissions Section of Children's Services. This 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 to ensuring their child continues to receive appropriate education in the interim.



## Education Post 16

The following criteria has been agreed:

i) General Entry Requirements

- for courses at NQF level 3 e.g. GCE AS/A2 level, Advanced or Advanced progression Diploma, BTEC National Diploma, 5A\*-C grades at GCSE (or equivalent NQF 2 qualifications);
- for courses at NQF level 2 e.g. Higher Diploma, BTEC First Diploma - a pass at NQF level 1 (5 GCSE D-G or equivalent);
- for courses at NQF level 1 - 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) The Published Admission Number for external students (that is, students who have not attended The Bewdley school in Year 11) for entry in Year 12 in September 2010 and subsequent years will be 8 unless changed in accordance with statutory procedures. This is the minimum number of external applicants who will be offered places. We have a maximum total number of 176 places in year 12

iii) In the event of there being more applications from qualifying students than places available, the normal admissions criteria priorities as set out above will apply.