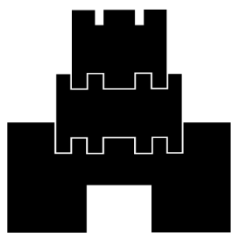


ADMISSIONS POLICY 2019/20

Updated on: February 2018

Review by: LJS



Launceston College
A Multi Academy Trust

Appendix B – Bideford College

Introduction

Schools within the Launceston Multi Academy trust are academies and the Multi Academy Trust is the Admission Authority for the schools.

The schools will participate fully in the Local Authority's Fair Access Protocol and the Local Authority's Co-ordinated Admissions Schemes. Details of these schemes are available on the Council's website (www.cornwall.gov.uk/admissions or www.devon.gov.uk/admissions) or on request from the appropriate Local Authority. Closing dates and other details about the application process will be stated in those Schemes.

Applying for a place

All applications for places in **Year 7** must be made direct to the applicant's home local authority on the appropriate application form. The application form and supporting information will be available on the Local Authority's website. [There is no supplementary information form required by the Multi Academy Trust].

However, if your child has an Education, Health and Care Plan or Statement of Special Educational Needs, you do not need to complete an application form as a school place will be identified through a separate process.

Applications for places in **Year 8 -11**, or at **any time after the beginning of Year 7**, to Bideford College must be made direct to the college, not the local authority. Contact details and application form can be found at the end of this document.

All applications will be logged, and details of their receipt will be shared with the Local Authority, within 2 school days of receipt. All applications will be considered within 1 school week of application and parents will be notified of the outcome of their application. Where a student is admitted directly to Bideford College, the Local Authority will be notified of the start date.

Where an application direct to Bideford College should be considered under Fair Access arrangements, parents will be notified within 1 week of application of the relevant process to be followed.

Allocation of places

Children with an Education, Health and Care Plan or Statement of Special Educational Needs that names the school will be admitted regardless of the number on roll in the year group.

Children in Care who the Local Authority request are admitted the College (or the Secretary of State directs) will be admitted to the school regardless of the number on roll in the year group.

The published admission number (PAN) for year 7 in 2019/20 300 for Bideford College. Places will be allocated up to this number. In the event that more applications are received than places available then an operational capacity will be considered. The oversubscription criteria below will be used to decide on allocations. If the school is not oversubscribed, all applicants will be admitted.

Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Those wishing to request placement outside the normal age group should contact the Principal. Such requests will be considered on a case by case basis and in the best interests of the child concerned. Guidance can also be found at www.devon.gov.uk/admissions or on request from the School Admissions Team. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. However, they do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

Appeals

Applicants refused a place at the school have the right of appeal. Appeals are heard by an independent appeals panel arranged by Bideford College. All appeals hearings will be in line with the DfE statutory guidance as set out in the School Admissions Appeals Code. Applicants can only appeal again for a place in the same school within the same academic year if the admission authority for that school has accepted a further application because there has been a significant and material change in the circumstances of the parent or carer, child or school (e.g. a change of address into a school's designated area), but has determined that the new application must also be refused.

Waiting lists

If the school is oversubscribed, a waiting list will be held from when allocations have been made for the whole of the academic year and parents/carers can request that their child is added to this list if they are refused a place. Parents can request their child's name is added to the waiting list by contacting Bideford College, either by telephone or in writing. The waiting list will be based on the school's oversubscription criteria and a child's place on a waiting list is subject to change according to additional information received about applications, for example if the child should be given priority based on the oversubscription criteria, or children being added to the list. As a result their place on the list might move up or down. No priority is given to the length of time that a child has been on the list.

Children with an Education, Health and Care Plan or Statement of Special Educational Needs and children in care or children that were previously in care will take precedence over those on the waiting list. Children admitted under the Fair Access Protocol will also be given priority over children on the waiting list. Therefore these children may be admitted in advance of another child on the waiting list, once an application is received.

Oversubscription Criteria [secondary]

In the event of there being more than 300 applications for places in Year 7 at Bideford College for the 2019/20 academic year or more applications than places for any year group during the school year, the following oversubscription criteria will be used to prioritise applications, after the admission of children whose Education, Health and Care Plan or Statement of Special Educational Needs names the school:

1. Children in care and children who were previously in care but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order.
2. Children who live within the designated area of the school, or whose parents/carers can provide evidence that they will be living in the designated area of the school by the date from which admission is required. The current designated area can be found on <http://map.devon.gov.uk/dccviewer/schoolareaplusone/>, or can be requested by contacting the school.

If there are more designated area children wanting places than there are places available, criteria 3 to 5 below will be used to decide which of these children should have priority for admission.

3. Children living within the designated area, with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the admissions authority.

4. Children living within the designated area, with siblings who will still be attending the school at the time of their application.

5. Children living within the designated area, on the roll of a feeder primary school (at the time of application). Feeder primary schools are: Hartland Primary School, Woolsery Primary School, Parkham Primary School, Buckland Brewer Community Primary School, Monkleigh Primary School, East-The-Water Community Primary School, West Croft School, St Helen's CofE Primary School, St Mary's CofE Primary School, St Margaret's CofE Aided Junior School, Appledore School, Instow Community Primary School, Horwood and Newton Tracey Community Primary School.

If there are still places available after all the designated area children have been allocated places, criteria 6 to 8 will be used to decide which of the remaining children should have priority for any spare places.

6. Children living outside of the designated area, with an unequivocal professional recommendation from a doctor, school medical officer, educational psychologist or education welfare officer that non-placement at the school would not be in the best interest of the child. Such recommendations must be made in writing and must give full supporting reasons and will be reviewed by the admissions authority.

7. Children living outside of the designated area, with siblings who will still be attending the school at the time of their application.

8. Children living outside of the designated area, on the roll of a feeder primary school (at the time of application). Feeder primary schools are: Hartland Primary School, Woolsery Primary School, Parkham Primary School, Buckland Brewer Community Primary School, Monkleigh Primary School, East-The-Water Community Primary School, West Croft School, St Helen's CofE Primary School, St Mary's CofE Primary School, St Margaret's CofE Aided Junior School, Appledore School, Instow Community Primary School, Horwood and Newton Tracey Community Primary School.

9. All other children, with the priority given to those closest to Bideford College.

Sixth form admissions

The operational capacity of the Sixth Form at Bideford College is 240 students, 120 students in each of Year 12 and 13. To be considered for a place on a Sixth Form programme of study at Bideford College, all students, whether internal or external must complete and submit the relevant expression of interest form (<http://sixthform.bidefordcollege.org/apply-online/>) and attend a meeting to discuss their intended programme of study. All students must also meet the criteria laid out below.

1. Eligibility criteria

- Applicants must have the right to study in the UK. For students who are not British Citizens and/or EU nationals and under 19 years of age at the time of enrolment, they must have at least one of:
 - Exceptional or indefinite leave to remain in the UK
 - Refugee status
 - Residency due to parents legal employment status in the UK

Students who have taken qualifications in other countries must have a Statement of Comparability available from UK NARIC. This documentation is required by the college to access funding for the student.

Students who have taken qualifications that are not on the Register of Regulated Qualifications (see list on www.register.ofqual.gov.uk) and wish these qualifications to be considered for the offer of a place on a Sixth Form programme of study can also obtain a Statement of Comparability.

Students over the age of 19 may apply, but will be required to pay a termly fee based on the courses studied, unless they have a current EHCP.

2. Internal Students

All Year 11 students at a school within the Launceston College MAT are entitled to request a place in one of the sixth forms, by completing and submitting an expression of interest form.

Students will be offered a place if the following criteria are met:

- a. The students predicted grades are in line with the requirements of the programme of study they are applying for. All requirements can be found on the respective college website
- b. A suitable programme of study is available that is appropriate and meets the needs of the student.
- c. The student must be applying for a full time programme of study

The place offered is then provisional, and is dependent on their achieving the entry requirements for their programme of study. Students will confirm their programme of study upon enrolment, once their GCSE results are known.

Where students have been permanently excluded from Bideford College, they will not be awarded a Sixth Form place.

External Students

The sixth form at Bideford College is also open to students from any external establishment and also previously home educated students.

External students will be offered a place if **all** the following criteria are met:

- a. The students predicted grades are in line with the requirements of the programme of study they are applying for. All requirements can be found on the respective college website. This can be demonstrated through a reference from their current school or a recent report.
- b. A suitable programme of study is available that is appropriate and meets the needs of the student.
- c. The student must be applying for a full time programme of study

The place offered is then provisional, and is dependent on their achieving the entry requirements for their programme of study. Students will confirm their programme of study upon enrolment, once their GCSE results are known.

Special Considerations

Students may be able to claim special consideration if a medical condition exists (supported by a health professional's letter) that significantly influenced results or ability to study.

GCSE Maths and English

All students studying at Level 3 must have achieved GCSE Maths and English at the grade specified in the course entry requirements. Any student who has not achieved these results will be required to be working towards achieving them and will have maths and/or English included in their programme of study.

Oversubscription

The operational capacity for Sixth Form at Bideford College is 240, 120 in each year group. Should the sixth form be oversubscribed then priority will be given as follows:

1. Students who are a child looked after or were previously looked after
2. Students who live within the designated area of the school, or whose parents/carers can provide evidence that they will be living in the designated area of the school by the date from which admission is required. The current designated area can be found on <http://map.devon.gov.uk/dccviewer/schoolareaplusone/> or can be requested from Bideford College.
3. Students who are already on roll at a College within the Launceston College MAT
4. Students with a sibling at a school within the Launceston College MAT at the time of application to the Sixth Form
5. Students who previously have at any time had a sibling at the school
6. Students who can prove that they have particular medical or social reasons which makes the Sixth Form at Bideford College uniquely well suited to the applicant
7. All other applications, with priority given to applicants who live closest to Bideford College.

A waiting list will be in operation and prospective students will be contacted if places become available.

Appeals

Prospective students who are refused permission to join the Sixth Form are entitled to follow the appeals process as listed above.

After Enrolment

After enrolment day, any subjects that still have vacancies will be listed on our website, and the Sixth Form Team will consider applications from both internal and external students.

Progression from Year 12 to Year 13.

This is not an automatic progression and is dependent on students achieving appropriate grades in the exams at the end of Year 12. Students who do not achieve the requirements may have the opportunity to return and retake Year 12.

Notes and definitions

Children in care

A 'child in care' may also be referred to as a 'looked after child' and is a child who is (a) in the care of a local authority, (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

A 'child arrangement 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).

Designated areas

Devon County Councils have divided the County into geographical areas. The current designated area can be found on <http://map.devon.gov.uk/dccviewer/schoolareaplusone/>. Each of these areas is served by a specific primary school, or in some cases, groups of schools. These areas are called 'designated areas' (you may also have heard these areas referred to as 'catchment' areas). The designated area used in Bideford College's oversubscription criteria will be as defined by Devon County Council. NB: not all schools prioritise on the basis of designated area or use the Local Authority's defined area, however, entitlement to home to school transport will still be based on these areas. Your designated school will not always be the one nearest to your home address.

If you are planning to move into the designated area of a school within the Launceston College MAT, your application for a place for your child will not be given the priority accorded to designated area pupils, without firm evidence of your new address and moving date. Evidence can include, for example, a copy of a signed and dated tenancy agreement, confirmation from a solicitor that contracts have been exchanged on a named property or communication between parties about the intended move to a new address.

Children with an unequivocal professional recommendation

Applicants will only be considered under this criterion where the parent/carer can demonstrate that only the preferred school can meet the exceptional medical or social needs of the child, supported by a recommendation from, for example, a doctor, school medical officer or educational psychologist. Such recommendations must be made in writing to the School Admissions Team (Year 6 into 7 applications only) or with the application to Bideford College and must give full supporting reasons. The admission's authority will make the final decision on whether or not to accept an application under this criterion.

Siblings

'Siblings' means brothers or sisters. They are defined as children with at least one natural or adoptive parent in common, living at the same or a different address. Children living permanently in the same household at the same address would also be counted as siblings, regardless of their actual relationship to each other. To qualify as a sibling a child must be on the roll of the school in question at the date of application.

If a child is a sibling of a multiple birth (e.g. twins, triplets, etc.) and has been offered a place at the requested school, every effort will be made to offer places to siblings at the same school, which may mean allocating places above the Published Admission Number (PAN) where this is possible. However, where this is not possible, parents will be invited to decide which of the children should be allocated the available place(s).

Final tie-breaker

Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local

Authority's Random Allocation Protocol, supervised by an independent person, which is available on request.

Distances

Home to school distances used for tie-breaking will be measured a straight-line measurement as determined by Google maps. Measurements will be between the home address (the centre of the main building of the property) and the main gate of the school (as determined by Devon County Council).

Home address

Each child can have only one registered address for the purposes of determining priority for admission and transport entitlement. This address should be the place where the child is normally resident at the point of application or evidence of the address from which a child will attend school, in the form of written confirmation of a house purchase or a formal tenancy agreement. Exceptional circumstances in relation to the provision of a home address will be considered on a case-by-case basis. If there is shared residence of the child or a query is raised regarding the validity of an address, the admission authority will consider the home address to be with the parent with primary day to day care and control of the child. Residency of a child may also be clarified through a Child Arrangement Order where it is shown who has care of the child. Evidence may be requested to demonstrate the child's home address.

It is expected that parents will submit only one application for each child. Any disputes in relation to the child's home address should be settled before applying, the admission authority will not become involved in any parental disputes. If agreement cannot be obtained before an application is made then parents/carers may need to settle the matter through the courts. Where no agreement is reached or order obtained, admission authority will determine the home address.

For information on disputes between persons with parental responsibility in relation to school preferences please see the LA's Co-ordinated Admissions Scheme for the relevant year.

Applications for children of Service Families will be processed and places allocated based on the proposed address (with supporting evidence) or, if the family are not able to confirm a proposed address and a unit or quartering address is provided, an allocation will be made based on the unit or quartering address. Until a fixed address is available, the unit postal address or quartering area address will be used to determine allocation of a school place. For the purposes of measuring distances, the main entrance of the unit will be used.

Policy agreed by the Governing Body: February 2018.

Contact details

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