

Admission to Sir Bernard Lovell Academy

(Wellsway Multi Academy Trust)

2019-20

Purpose of the policy

The purpose of this policy is to make the admissions process to Sir Bernard Lovell Academy clear and open.

The Trust is supported by South Gloucestershire Council in allocating places to Sir Bernard Lovell Academy and informing families.

While parents have the right to choose a preferred school, the number of places available at that school may limit the choice. Should Sir Bernard Lovell Academy be over-subscribed (i.e. if there are more applications than places available), "the over-subscription criteria" will be applied to all applications.

Admission to Year 7 September 2019

The process for admissions to the school is governed by regulations made under the school Standards and Framework Act 1998. All the processes described below are in accordance with that Act. The arrangements set out in this Policy apply to all students except those with Statements of Special Educational Needs. If your child has such a statement you do not apply for a place at the school under this policy. Instead, you must contact your local authority who will advise you on the procedure to follow.

Published Admissions Number

The school has a Published Admission Number of 210 which means that it will admit 210 in each year group from Year 7 to Year 11. This includes students with Statements of Special Educational Needs whose Statements name the school. If 210 or fewer applications (including those children with statements) are received, all those applying will be offered places. If the school receives more than 210 applications, i.e. the school is over-subscribed, the following procedure is followed.

The Over-Subscription Criteria:

PRIORITY A

Looked after children or previously looked after children [the latter 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)].

PRIORITY B

Children from within the Area of Prime Responsibility [APR] whose older sibling will be attending the school on the admission date.

PRIORITY C

Children of staff where that member of staff has been employed for two or more years at the time at which the application for admission to the school is

made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

PRIORITY D

Children living within the APR.

PRIORITY E

Children living outside the APR whose older sibling will be attending the school on the admission date.

PRIORITY F

Children living outside of the APR.

Applying:

Please note that applications for Sir Bernard Lovell Academy should be made through the family's home local authority.

To be considered under the above criteria parents/carers must have named the school as a preference on the Common Application Form. Under the above criteria all preferences are considered equally. If a student qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of a school. Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

In the event of the school being oversubscribed where the applicants for the final qualifying place(s) available within the admission number are twins, triplets or other multiple births the school will offer these children places.

Notes:

1. Children in public care* are those in the care of a local authority or being provided with accommodation by a local authority within the meaning of Section 22 of the Children Act 1989.

Children previously in public care* are those who were looked after, but ceased to be so because they were adopted¹ (or became subject to a residence order² or special guardianship order³).

* Documentation will need to be provided to South Gloucestershire Council as proof of care status.

¹ Under the terms of the Adoption Act 1976 and the Adoption and Children Act 2002.

² Under the terms of the Children Act 1989 and the Children and Families Act 2014.

³ Section 14A of the Children Act 1989.

2. Local siblings: Children are defined as local siblings if:

- they live within the APR; **or**,
- where there is no APR, local siblings will be deemed to be those living up to a maximum of two miles from the academy by straight line measurement; **or**,
- where the distance is over two miles but the academy is still the nearest school;

AND

- they are full or half brother or sister; **or**
- they are adoptive brother or sister; **or**
- they are children of the same household;

AND

- the older sibling is already in attendance at the academy and will be in attendance in September 2019 (statutory school age only).

Please note that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date. Different authorities will vary in the priority that they give to siblings. You will need to consult the relevant admission authority for further advice, i.e. where an admission authority serves an Area of Prime Responsibility, only children who live within the Area of Prime Responsibility will be afforded priority of admission under the local sibling criterion.

3a. Geographical considerations (for those living within the academy's Area of Prime Responsibility): Priority will be given to those children who live within the Area of Prime Responsibility for the academy. Where an academy also has an Area of First Responsibility, children living in this area will be given the highest priority.

If in any year there are more children living within the Area of Prime Responsibility than the number of places available at the academy, priority will be given to those children who live closest to the academy. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using South Gloucestershire Council's computerised mapping system.

3b. Geographical considerations (for those living outside the academy's Area of Prime Responsibility): After places have been allocated from within the Area of Prime Responsibility, any remaining places will be allocated to those children who live closest to the academy. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using South Gloucestershire Council's computerised mapping system. All applications will be considered at the same time and the published over-subscription criteria applied.

4. Tie breaker: Lots will be drawn by a senior officer of South Gloucestershire Council who is independent of the school admissions process.

GENERAL INFORMATION

Waiting List

Unsuccessful applicants will have the opportunity to go on the Waiting List. Places in Year 7 are offered from the Waiting List in accordance with the oversubscription criteria. The Waiting List will be kept open until December.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

Children of UK service personnel (UK armed forces)

South Gloucestershire Council recognises the particular needs of children of UK service personnel (UK Armed Forces). The council ensures that the needs of these children are taken into account by:

- Allocating a school place in advance if the application is accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering address.
- Accepting a Unit postal address, or, if appropriate, a quartering area address (the address of the closest house in the relevant quartering area), for applications from service personnel in the absence of a new home postal address.
- Accepting a late application from UK service personnel as 'on time' where a notification of posting has been received after the closing date and before the date of exchange of information with other admission authorities.
- Considering an application on the criterion of 'local sibling' where another child in the family has been offered a place at the preferred school and the Unit postal address or quartering address is within the Area of Prime Responsibility for the preferred school.
- Wherever possible, children of UK service personnel will be offered a place at the preferred local school but taking into account the admission number for the school.

Children with statements of special educational needs (SEN) or an education, health and care plan (EHC Plan)

Children with Statements of SEN or an EHC Plan are placed in schools through the arrangements set out in the SEN Code of Practice and not through these admission criteria. All governing bodies are required by Section 324 of the Education Act 1996 to admit to the school a child with a Statement of SEN or an EHC Plan that names the school. Schools must admit such children whether they have places or not. Any appeal concerning the statement of the admission is to the independent First-tier Tribunal (Health, Education and Social Care Chamber). Parents/carers of children with Statements of SEN or an EHC Plan should contact their child's lead professional for any further information.

Home address

The child's home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). South Gloucestershire Council cannot accept an address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to. The only exceptions are for children of UK service personnel for whom special arrangements may apply. South Gloucestershire Council reserves the right to seek documentary evidence to support a claim of residence.

Where a child spends time with each parent/carer at two different addresses, South Gloucestershire Council will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents/carers will also be considered in reaching a decision on the home address for admissions purposes.

A place allocated on the basis of fraudulent information may be withdrawn.

In Year Admissions (i.e. all applications other than for Year 7 or Sixth Form in September 2019)

All applications must be made directly to the school. An application is made by completing an application form which must be forwarded to the school. If no form is submitted the school will not be able to process the application. All applications will be considered by the Admissions Authority and places will be offered if this will not prejudice efficient education of others at the school or the efficient use of resources. Where there are more applicants at any one time than there are places available, priority will be determined by applying the Oversubscription Criteria set out above.

Appeals – year 7 September intake appeals

After the end of October (closing date for applications), South Gloucestershire Council will send the Trust a list of all their applicants. This will include first, second and third preferences, but will not state the preferences. The council will rank the list for Sir Bernard Lovell Academy and allocate 210 students.

Parents/carers will be informed of the allocation of places. Included in this information will be an appeal form and an explanatory statement from the Trust. If parents/carers wish to appeal they need to complete and return the appeals form to the Trust.

Post 16 admissions

SBL Sixth Form produces good results. Its success is founded on a culture of high challenge and high support. Our curriculum is focused on Level 3 courses in the main. In addition, there are several Level 2 courses for those students who wish to re-sit English and Maths GCSE. In considering applications, we aim to advise students to undertake courses which will enable them to succeed. This advice will be offered during open evening and the initial student meeting where prior academic achievement will be discussed.

Children and their parents/carers applying for post 16 (sixth form) places should contact Sir Bernard Lovell Academy directly.

Oversubscription Criteria

In the unlikely event of the P16 being oversubscribed, we will give priority to applicants as follows:

- 1) Looked after children and previously looked after children
- 2) Students living within the area of prime responsibility of the school.
- 3) External applicants
- 4) Siblings of students on roll of the school on 1st September 2016
- 5) All other applicants

Entry Criteria

Applications will be considered for admission at the age of 16+.

Academic entry requirements to the Sixth Form are: A minimum of 4 GCSEs (or equivalent) 'good' passes or better including either GCSE Maths or English.

Subject Leaders reserve the right to ask for higher grades than these or passes in Higher GCSE papers, rather than Intermediate or Foundation. In order to start a Level 3 course, students will need the support of a specialist subject teacher. In most cases, Key Stage 5 teachers expect a minimum GCSE level 4/grade C or equivalent in the subject at Level 2. However, this is not the case for the subjects not offered at Level 2 at Sir Bernard Lovell Academy and others who will accept students with no previous experience of the subject. Further information on this matter is given in the Sixth Form Prospectus.

Students who do not obtain a level 4 in Maths and English will be encouraged to re-sit during Year 12. The school reserves the right to admit students who do not meet these criteria into the Sixth Form in exceptional circumstances.

The entry requirements apply equally to internal and external candidates.

Appeals

Applicants who are refused admission to our Sixth Form are entitled to appeal to an independent appeals panel.

Late applications

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applications will be considered only after those applicants who applied by the published closing date.

In Year Admissions (7-11)

The school will co-ordinate their own in year admissions and an application made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the

school will notify the Local Authority of both the application and its outcome, to allow the Local Authority to keep up to date with figures on the availability of schools places within their authority.

If the year group is full or over-subscribed then the Trust will refuse the place and the applicant will be placed on a waiting list and given the opportunity to appeal. If parents/carers wish to appeal they need to complete and return the appeals form to the Trust. An independent appeal panel will be convened at which both parents/carers and the Trust will represent their case. Decisions made by the panel are legally binding.

If a place becomes available and there are applicants on the waiting list, the place will be offered according to the criteria set out for year 7 September intake, and not by reference to the date of joining the waiting list.

Fair Access Protocols

The school works in accordance with the in-year Fair Access Protocols held by the Local Authority; should a vulnerable child within the protocols require a place at the school, they will take precedence over any child on the waiting list.

Tie breaker

If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line from the front door of the home of the applicant to the front door of the main reception of the school site that was on the original application for a place.

Definitions:

Children with a statement of Special Education Needs or an Education, Health and Care Plan

Any child with a statement of Special Educational Needs or an Education, Health and Care Plan ("EHCP") is required to be admitted. This gives such children overall priority for admission to the named school. This is not an over-subscription criterion.

Looked After Children

Any child that is Looked After or previously Looked After is required to be admitted to the school. This gives such children overall priority for admission to the named school. In the case of previously looked after children, admission authorities may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

A **sibling** is defined as a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological siblings who attend the school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Brothers and Sisters

Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g. due to separation of natural parents) half- brothers/sisters living at the same address step –brothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

Looked after child

A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4).

(1) 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Adoption Order

An adoption order is an order under Section 46 of the Adoption and Children Act 2002.

Residence Order

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).

Residence/resident

Residence is defined as the normal family address where the child resides. The qualifications date is the closing date for applications under the co-ordinated admissions scheme (where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

Exceptional Medical and Social Grounds

Children who the school accepts have an exceptional medical or social need for a place at one specific school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. This includes children in need, as determined by Section 17(10) of the Children Act 1989.

The school can be contacted at the following address:

c/o The Principal
Sir Bernard Lovell Academy
North Street
Oldland Common
Bristol
BS30 8TS

Tel: 01454 868020

sblovell@sblonline.org.uk