

Admissions Policy

1.	Procedure for admitting pupils to the Stephenson Studio School
2.	Process of Application
3.	Consideration of Applications
4.	Procedures where the Stephenson Studio School is oversubscribed
5.	Late Applications
6.	Post 16 admission criteria 'Step-Into Programme'
7.	Operation of oversubscription lists
8.	Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the Stephenson Studio School

Person Responsible for Policy _____ Deputy Headteacher _____
Date Policy Written _____ September 2017 _____

Date Approved by SLT _____ September 2017 _____

Date Approved by Trustees/
(Where applicable) _____

Date to Review _____ September 2018 _____

Version	Date	Status & changes	Author
1			

PROCEDURE FOR ADMITTING PUPILS TO THE STEPHENSON STUDIO SCHOOL

Admission Number(s)

1. The Stephenson Studio School Trust has the following agreed admission number for the Stephenson Studio School for the year 2017/2018 and, subject to any changes approved or required by the Secretary of State, for subsequent years:
 - a)120 for pupils in Year 10
 - b)80 for pupils in year 12
2. The Stephenson Studio School has capacity for 160 pupils in the sixth form. The total year 12 group size will be 80, including children who transfer from the Stephenson Studio School year 11. If fewer pupils transfer from year 11, the Stephenson Studio School will admit over the admission number up to the overall size of the year 12 group if sufficient applications are received.
3. In any specific year, the Stephenson Studio School Trust may change its admission number to that other than the Stephenson Studio School agreed admission number for an applicable year group. Before setting an admission number lower than its agreed admission number, the Stephenson Studio School Trust will consult with local admitting authorities and parents in the catchment area, in accordance with the Schools Admission Code. Stephenson Studio School may also admit above its published admission number in year. Any admissions above the Pupil Admission Number will not constitute an increase to the PAN

Process of Application

4.
 - (a) Arrangements for applications for places at the Stephenson Studio School at year 10 will be made in accordance with Leicestershire LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.
 - (b) Applications can also be made for year 10 directly to Stephenson Studio School.
 - (c) Arrangements for applications for places at the Stephenson Studio School sixth form will be made directly to the Stephenson Studio School.
5. The Stephenson Studio School Trust will use Leicestershire LA's timetable for applications to the Stephenson Studio School each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within Leicestershire LA as agreed by the Leicestershire Admissions Forum, Leicestershire LA, local schools and Academies.
6. A student must demonstrate a commitment to the distinct curriculum offered at Stephenson Studio School.

Student attendance, behaviour and effort at their current school should demonstrate a positive attitude to education.

All prospective students must successfully attend a pre-admissions meeting with parents at Stephenson Studio School.

Places will be offered to students who will benefit from the distinctive full time offer that combines vocational courses, alongside work placement, with a suite of academic GCSEs.

Consideration of Applications

7. The Stephenson Studio School Trust will consider all applications for places at the Stephenson Studio School.

Procedures where the Stephenson Studio School is oversubscribed

8. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with a statement of Special Educational Needs where the Stephenson Studio School is named on the statement, the criteria will be applied in the order in which they are set out below:

(a) Looked After Children or previously Looked After Children.

(b) Children residing within the 20mile radius as measured in a straight line from the applicant's home address to the front gates of the School as calculated by Leicestershire's School Admissions and Pupil Services 'Geographical Information System'².

(c) Children residing outside the 20-mile radius with priority being given to those living nearest to the School as measured in a straight line from the applicants home address to the front gates of the Stephenson Studio School using the Local Authority's computerised measuring system.

² Leicestershire Local Authority uses map-info software to calculate home to school distances in miles. The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected by drawing lots.

9.

(a) Applications from sets of twins or other children from multiple births will be treated as individual applicants, this may result in one child being allocated a place under random allocation and another not.

(b) If we are unable to distinguish between applicants on the basis of distance under criterion (because they are children who are as a result of multiple birth or live in the

same block of flats) then the child or children who will be offered the available place(s) will be randomly selected.

(c) Unsuccessful applicants will have a right of appeal to an independent admission appeals panel.

Late Applications

9 continued.....

(d) Applications received after the closing date of the admissions window will only be considered alongside those applicants who have applied on time if places have not been allocated and there are exceptional reasons for the late application i.e. a major change of circumstance. A late application will not affect the right of appeal or the right to be placed on the oversubscription list.

(e) Following the admissions window any subsequent applicants will be allocated a place on a first come first served basis if the School has less than 120 students allocated places for starting in year 10.

(f) The Stephenson Studio School will ensure that someone independent of the school supervises the random allocation processes.

Post 16 admission criteria 'Step-Into Programme'

Providing school leavers with the opportunity to Step-Into College, Step-Into Apprenticeships, Step-Into Work, Step-Into Success.

10. The Stephenson Studio School Trust will, through advice and guidance, support learners on to this unique provision. Both internal and external pupils wishing to enter the sixth form will be enrolled within the school, where they will benefit from pastoral sessions, tutorials, academic mentoring, and coaching sessions.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be offered a place. When there are more external applicants that satisfy the academic and aptitude entry requirements than the number of post-16 places available, the criteria will be applied in the order in which they are set out below:

- (a) Looked After Children and previously Looked After Children.
- (b) The admission of pupils with statements of Special Educational Needs where the Stephenson Studio School is named on the statement
- (c) Applicants scoring highest in the ability assessment.

11. The Stephenson Studio School expects to receive applications for entry in September each year by the first working Monday of the preceding January (e.g. 9 January 2017 for entry in September 2017). Applications received after this deadline will be considered if space is still available or if space subsequently becomes available at a later stage in the admissions and enrolment process.

12. There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

Operation of oversubscription lists

13. Subject to any provisions regarding oversubscription lists in Leicestershire's LA coordinated admission scheme, the Stephenson Studio School will operate a waiting list. Where in any year the Stephenson Studio School receives more applications for places than there are places available, a waiting list will operate until the end of the first term of the school year. This will be maintained by The Stephenson Studio School and will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
14. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 9, or for post-16 places paragraph 10, above. Where a place becomes vacant it will be allocated to children on the waiting list in accordance with the oversubscription criteria. Where a new unsuccessful applicant is added to the year 10 waiting list all applicants on the waiting list will be ranked again in line with the published oversubscription criteria.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the Stephenson Studio School

15. The Stephenson Studio School will participate in Leicestershire LA's In Year Fair Access Protocol which states that 'all mid-term transfer requests (in-catchment included) must be coordinated through the Admissions Section for approval before admission takes place.' This requires an application to be made on the Local Authority Common Admissions Form and submitted through the local authority in which the child is resident.
16. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Stephenson Studio School Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 9, or for post-16 places paragraph 10, shall apply. Parents whose application is turned down shall be entitled to appeal.