

BEAUFORT CO-OPERATIVE ACADEMY

ADMISSION POLICY 2018



Origin: Local Authority Consulted Policy

Author: James King

Adopted: September 2014

Date of Review: January 2017

Beaufort Co-operative Academy Admissions Policy for Years 7 to 13, September 2018

Introduction

Beaufort Co-operative Academy is an 11-18 mixed comprehensive Academy with 1190 students (including 200 in the Sixth Form) serving Tuffley and the surrounding area. The Ofsted monitoring report of May 2013 was very complimentary about the Academy with special mention of the strong focus on high expectations, raising achievement and “students show very positive attitudes to learning.” The Academy is constantly focused on improving the learning experience of all our students and making their time with us happy and successful. We work very hard to ensure all our students achieve excellent examination results and also become well-rounded and responsible citizens. We are rightly proud of our co-operative academy status and the core values that represent – **our** – open To all, **unlocking potential, raising aspirations.** As a result, we welcome all pupils, irrespective of their present school and all children who would like to attend Beaufort Academy are welcome to apply. Transfer of pupils from other schools during term time is also possible. Parents should discuss this with the Principal in the first instance.

Admissions Process

Entry to the school at the normal time of transfer (Year 7)

Beaufort Co-operative Academy participates in the Gloucestershire Secondary Coordinated Admissions Scheme for entry to the school at the normal time of transfer (Year 7) and all applicants should adhere to deadlines within that scheme. Full information on this scheme and the procedure for applications is contained in the Information for Parents published by Gloucestershire Local Authority.

Transfer packs are provided by your Local Authority in September 2017 to parents/carers of students in Year 6 at maintained Local Authority primary schools. Applications for all school places must be made on the Common Application Form (CAF) provided by your home Local Authority, with the opportunity to nominate schools, ranked in order of preference. For residents living in Gloucestershire, the CAF can be found on-line at www.gloucestershire.gov.uk. Please refer to Local Authority guidance for deadline information, which is available at the same address.

Procedure

Information contained in all applications submitted to the home Local Authority naming Beaufort Co-operative Academy in any position of preference will be forwarded to the Academy. The Governing Body will rank all applications against the published Admissions Criteria according to the information received. Applications will be sorted in descending order according to the Oversubscription Criteria below. With only 254 places available, this number will be reached at varying levels each year, depending on the number and nature of applications received.

Late Applications

The deadline for receipt of applications published by the Local Authority must be adhered to, Gloucestershire Local Authority will not consider the preferences of any late applications until after all on time applications have been offered to all children for whom they received an application by the

closing date. More details can be found in the guidance notes available at www.gloucestershire.gov.uk/schooladmissions

Applying for a Place

Beaufort Co-operative Academy welcomes applications from all parents/carers who wish their children to attend Beaufort Co-operative Academy. Students and their parents/carers who are considering applying are warmly invited to visit the school on our Open Evening for Year 6 students and their parents/carers 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 Number of 254 places

1. Admissions Criteria

a) Student Ability

Students will be admitted without reference to ability.

b) Indicated Admission Number

The Indicated Admission Number for Beaufort Co-operative Academy is 254.

c) Over-Subscription

Where the number of applications for admission is greater than the number of places available, the following criteria will be applied in this order:

Priority 1 Children in public care (Looked After Children)

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. In Gloucestershire, such children are referred to as Children in Care.*
- (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's Act 2002 (see section 46 adoption orders).*
- (3) Under the provisions of s.12 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).*

Priority 2

Children with a sibling who will still be on roll at the Academy when the child starts. sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or

sister, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address.

Priority 3

Children for whom only this particular Academy is appropriate due to an exceptional medical condition. Applications under this criteria will only be considered if they are supported by a written statement from a doctor. This must demonstrate that there is a very specific connection between the medical need and this Academy.

Priority 4

Children living in the priority catchment area normally served by the Academy with the strongest geographical claim, measured in a straight line from the Ordnance Survey point of the child's home address (including flats) to the Ordnance Survey point of the Academy, using the local authorities computerised measuring system, with those living close to the Academy receiving the higher priority.

Priority 5

Children living outside the priority catchment area with the strongest geographical claim, measured in a straight line in as stated above in Priority 4.

NB 1

In the event of oversubscription in any of the above criterion, places will be allocated to children with the strongest geographical claim measured in a straight line from the Ordnance Survey address point of the child's home address to the Ordnance Survey address point of the school, using the local authorities computerised measuring system, with those living closer to the Academy receiving the higher priority.

NB 2

The Academy's priority catchment area is defined as the geographical area served by Gloucester City Council. A definitive map is available at the Academy for parents to consult.

2. Appeals against Non-Admission

An Independent Panel will be established in accordance with the Government regulations for Academies to hear parents' appeals. Guidance on procedure is available from the Clerk to the Governors.

3. Admission Procedures

As a Trust Academy admissions are the responsibility of the Academy Governors. The Governing Body has confirmed that it will use Gloucestershire County Council to administer the admissions procedures for entry into Year 7 for September 2018 in line with the Gloucestershire Secondary Coordinated Admissions Scheme. In year admissions will be handled by the Academy.

4. Other Information

4.1 Additional IN YEAR criteria for Key Stage 3, (Years 7, 8) and Key Stage 4, (Years 9, 10 and 11)

Under the Fair Access Protocol the School can be required to admit pupils through the Fair Access Area Panel. These pupils often come from the following categories;

- a. Who have been or are at high risk of being permanently excluded from school
- b. Who are Relevant 'Looked After' or previously 'Looked After' Children
- c. Children whose statement of Special Educational Needs or Education Health Care plan names the Academy.

Should a vulnerable child within these protocols require a place at the school, they will take precedence over any child on the waiting list.

4.2 Waiting Lists – Termly

Waiting lists for all year groups are maintained by the Academy and parents need to apply, in order to be included. If you wish your child to be on the waiting list for the next term you will need to confirm this in writing to the Principal **at the beginning of each term**. Application letters will be destroyed at the end of term for the preceding term so the waiting list is accurate and active. Parents who have applied to be included on a waiting list will only be notified if a place becomes available. Each waiting list is maintained strictly in order of the oversubscription criteria.

4.3 Transfer at any time other than the normal transfer age

If parents wish to transfer their child to Beaufort Co-operative Academy, they must discuss the transfer with the Headteacher of the pupil's present school in the first instance. Parents should note applications will not be processed for an existing year group where a place would not be taken up more than a term in advance. Places offered must be accepted within a reasonable period of time. If it is then decided to make a formal request for transfer, parents should complete an admissions form available from the Academy and pass this to the Principal. The Academy's admissions criteria is applicable to all applicants throughout the school, whether bulk round or in year. However, when determining the number of places available in a relevant age group, the Academy will refer to the published admission number that was in operation when that year group was at the normal transfer age, in order to judge whether admission would prejudice the provision of efficient education or the efficient use of resources.

A sub-committee of the Local Governing Body will consider each application and will endeavour to respond within 15 school days of receipt of the application.

After a place has been offered to a pupil other than at the normal time of entry the following procedures will take place:

- (i) Assistant Principal makes contact with the child's previous school to gather information on
 - (a) Academic Ability (for setting purposes)
 - (b) Prior Assessment Data (as above)
 - (c) Behaviour Information (to include previous fixed term or permanent exclusions and reasons) including Special Needs

- (d) Pastoral Information or concerns (including attendance, punctuality and relevant Health and Safety concerns)
- (ii) Student and parent/carer are invited for interview/tour of the school site with the Principal/Assistant Principal/Leader of Learning Community
- (iii) In discussion with parents/carers and other relevant professionals (Special Education Needs Co-ordinator, Virtual school for Looked After Children, Behaviour Support Centre etc.) a start date is agreed (including a 'phased introduction' where this is relevant).
- (iv) During the period between the interview and the start date the Assistant Principal will ensure:
 - (a) The Student is put on the School's Information Management System (SIMs)
 - (b) The Assistant Principal allocates a tutor group to the student.
 - (c) The Subject Leaders in subjects where setting takes place allocate a set to the student
 - (d) A timetable is prepared for the student prior to the start date.

* Please note that in line with the Governors' Fair Access protocol, admission may not be granted to any student until the Academy is in possession of **all** the original documentation relating to that pupil.

** In some cases, in order to best meet the educational needs of the pupil an offer may be made to enter a year group other than the year group that pupil may expect to be in chronologically.

4.4 Year 12 and 13 Admissions

The minimum academic attainment required for entry into the post-16 provision is 5 grade 1-5 for Level 2 courses and 5 grade 5-9 for level 3 courses. Students will also need to satisfy minimum entrance requirements for the courses for which they are applying. The Academy will publish these specific criteria in relation to the minimum entrance requirements. The same minimum academic attainment for particular courses will apply to students who have transferred from Year 11 of the Academy and to students who have been admitted from other schools.

The Academy will offer a minimum of 50 places to external candidates. The entry requirements are identical for external applications as they are for internal and no distinction is made between candidates.

Places in the post-16 provision will be offered to existing Academy students first. If the Academy is oversubscribed by internal pupils, then the oversubscription criteria above will apply. Where the Academy is oversubscribed as a result of external candidates, the Academy will admit all external pupils with a statement of Special Educational Need or Education Health care plan naming the Academy and the oversubscription criteria above will be applied.

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

Information Advice and Guidance

As part of the process of applying to join the Sixth Form students will be asked to attend a guidance meeting to discuss the suitability of their chosen programme of study.

At the guidance meeting possible combinations of subjects and the most suitable programme of study will be discussed.

Entry Requirements 2018-19

5 grade 5-9 GCSEs leading to 3 A Level or BTEC Level 3 courses in Year 12 which will be continued in Year 13. All students not attaining grade 4 or above in GCSE English and maths will need to resit these qualifications during their sixth form studies.

5 grade 1-5 GCSEs leading to 2 Level 2 courses and GCSE English and maths.

In subjects such as Biology, Physics, Chemistry and Maths a grade B is required. A minimum bank of knowledge based on GCSE achievement is needed if students are to have a reasonable chance of success in these subjects level.

All students not attaining grade 4 or above in GCSE English and maths will need to re-sit these qualifications during their sixth form studies'

The criteria for admission has been thought through and developed very carefully in the best interests of our students. This is a sensitive area and students are strongly advised to have a 'back up' plan in case they do not achieve the minimum requirements for their chosen route. This will be discussed during the guidance meeting. Considering this eventuality in advance of the results day in August helps ensure that decisions can be made calmly and rationally.