



THE BEWDLEY SCHOOL

Learning for Life - Achievement for All

The Bewdley School

Admissions Policy for admissions in September 2018

Admissions Process

Applications for all school places must be made on line at www.worcestershire.gov.uk/schooladmissions, with the opportunity to nominate schools, ranked in order of preference. Information regarding this will be provided direct to parents via primary schools from their home Local Authority. Once completed, the application form must be received by your home local authority by their deadline. If applicants do not have access to the internet they should telephone 01905 822700 for assistance.

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 and 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.

Admission of Children Outside their Normal Age Group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Applications should be submitted in the normal way and the School will make the decision on the basis of the circumstances of each case and in the best interests of the child concerned. Please note; that whilst parents have the legal right to request that the child be admitted outside of their normal age group, the final decision rests with the School.

Procedure

All applications submitted to the home Local Authority naming The Bewdley School and 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 and 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.

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Students with Statements/Education Health and Care Plans - Students for whom a Statement of Special Educational Needs/ Education Health and Care Plan has been agreed naming the School.

These students are automatically admitted to the School. Where places required by these students are known before the Admissions Committee meets, the number of pupils with Statements/ Education Health and Care Plans naming this School will be deducted from the 168 places available to be offered.

Looked After Children (including all previously looked after children)

Learners who are in the care of a Local Authority or were previously in the care of a Local Authority or are 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. 'Looked after' means all those currently and previously accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously accommodated by a Local Authority but immediately after being looked after, became subject to adoption under either the Adoption Act 1976 or the Adoption Act 2002 or who became subject to a Child Arrangement Order or Special Guardianship Order.

Parent[s]/Guardians[s] – parent, guardian and others who have actual care of a student and who are in receipt of the student benefit 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. For clarification of the catchment area please contact Worcestershire County Council on 01905 822700.

Fair Access Protocol - As part of the Worcestershire Fair Access Protocol, incorporating the 'Hard to Place Protocol', all schools with Key Stage 2, 3 and 4 classes can be required to exceed the published admission number to admit pupils covered by the Protocol.

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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) Current or previously 'Looked after' children as per definition above.
- 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 straight line distance. The measurement will be taken using the GEOCODE for each property and the GEOCODE for the school,

Where there are too many applications from within any of the categories the next criteria will be applied. In the event of equi-distance e.g. multiple births, 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.**

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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 and 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 and 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 and 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 and 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.

'In Year' Transfer Arrangements

Parents/Carers with a first preference application for 'In Year' transfers into an Academy, Foundation, Voluntary Aided School in Worcestershire or a school in another Local Authority must forward the application to the Local Authority, who will then contact the school to determine if a place is available.

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Education Post 16

The following criteria has been agreed:

- i) General Entry Requirements

Level 3 Courses – A Level and BTEC Courses

Students will select three subjects that they will study over a two-year linear course with all formal examinations taken at the end of Year 13. We have generic minimum entry requirements that all students must meet, and additional requirements for each individual subject they wish to study. Entry Requirements:

- Meet the entry requirements for each of three chosen subjects
- Gain at least a grade 4 in 2 or more other subjects (including Maths or English Language)
- Show excellent attendance, motivation and attitude.

Subject Specific Requirements are listed in the Appendix.

Students achieving a level four in English and Maths will be entered for the qualification as part of their Sixth Form curriculum.

Level 2 Course – Bridging Course

In order to support students who wish to study at A level but do not quite meet the entry requirements we will offer a level 2 one year bridging course next year. This will consist of:

GCSE English resit OR GCSE Media Studies GCSE Applied Science

GCSE Maths resit OR GCSE Accountancy GCSE Psychology OR GCSE Sociology

Successful completion of this course will enable students to proceed to level 3 courses the following year.

Entry Requirements:

- Gain at least a grade 4 in 2 or more subjects.
- Show excellent attendance, motivation and attitude.

- 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) Good attendance and adherence to the school's behaviour policy.
- iv) 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.

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Appendix

These are the level 3 subject entry criteria for September 2018:

Subject	Subject Specific Requirement
Art	5 at GCSE Art
Textiles	5 at GCSE Art
Biology	6 at a GCSE Science and to have followed higher tier Maths
Business Studies	5 at GCSE Maths
Chemistry	6 at a GCSE Science and to have followed higher tier Maths
English Language & Literature	5 at GCSE English Language and 4 at GCSE English Literature
English Literature	5 at GCSE English Literature
Film Studies	5 at GCSE English Literature
French	6 at GCSE French
Geography	5 at GCSE in Geography, English and Maths
Health and Social Care	5 at GCSE English
History	5 at GCSE in History and English
Information Technology	5 at GCSE English
Maths	6 at GCSE Maths
Further Maths	7 at GCSE Maths
Music	5 at GCSE Music and grade 3 or better performance standard
Music Technology	5 at GCSE in IT or Music
Photography	5 at GCSE in English Literature and Maths
Physics	6 at a Science and to have followed higher tier Maths
Physical Education	5 at GCSE in PE or a Science
Product Design	6 at GCSE Design Technology
Psychology	6 at GCSE Maths, 5 at GCSE in English and a Science
Spanish	6 at GCSE Spanish
Theatre Studies	5 at GCSE in Drama or English Literature