KATHARINE LADY BERKELEY'S SCHOOL ADMISSIONS POLICY 2017/18

The aims of Katharine Lady Berkeley's School admissions procedure and criteria are as follows:

For applications to join the school at the start of Year 7:
- To enable the school to serve its local community by ensuring that all children living in Wotton-under-Edge and the surrounding parishes are offered a place;
- To enable all children from the same family of secondary school age to attend the same school.

For all applications:
- To adhere to the principles of equal opportunities;
- To be easy for parents and carers to understand;
- When the number of applications exceeds the number of places available, to allocate places to children in an equitable way;
- To be clear that there is no selection on the grounds of ability or aptitude in Years 7 to 11;
- To adhere to the provisions of the current DfE Code of Practice for School Admissions.

For applications for places in Year 12 (sixth form):
- To enable as many students as possible to access those courses for which their prior attainment indicates that they are suitable.

Admissions Procedure and Criteria

Applications for pupils to join the school at the beginning of Year 7 in September 2017

Applications for pupils to join Katharine Lady Berkeley's School at the beginning of Year 7 should be received by the home Local Authority (normally Gloucestershire or South Gloucestershire) by the national closing date which is 31 October [(1)].

The admission number for pupils starting Year 7 in September 2017 is 248. If there are more applications than this number, the following criteria will be used in this order:

1) Looked After Children or children who were previously looked after but immediately after being looked after became subject to adoption, residence, or special guardianship order. [(2)]

2) Pupils who have siblings [(3)] who will be registered at the school on the first day of the term in September when the applicant would start in Year 7.

3) Pupils living in the parishes [(4)] of Wotton-under-Edge, North Nibley, Ozleworth, Kingscote, Alderley, Hillesley and Tresham, Hawkesbury, Kingswood, Wickwar, Charfield, Cromhall, Tortworth, Falfield, Stinchcombe, Alkington, Ham and Stone, Berkeley, Hinton and Hamfallow.

4) Applications which do not fall into the above criteria will be selected according to the proximity [(5)] of the pupil's home address to the school.

Where any particular category at criteria 1-3 is oversubscribed, criterion 4 (strongest geographical claim based on straight line distance) will be used to determine which child will be offered a place.

In the event of a tie between two or more children when applying criterion 4 (strongest geographical claim based on straight line distance), where there are not enough places available to offer all such children a place at the school, a process of random allocation will be followed by the Governing Body.

Where the number of applications exceeds the published admissions number, pupils who are not offered places initially will have the opportunity to place their application on a waiting list. The waiting list will be maintained for at least one term in the academic year of admission, i.e. until 31 December in Year 7 following the normal point of admission at the start of September. If a place in the year group becomes vacant, pupils on the waiting list will be offered places in the order defined by the

above over-subscription criteria. Priority is not given based on the date that the application for admission is received. Therefore, for example, if a child moves to a location near to the school after the normal admissions process has been completed and they have a higher priority based on the above criteria, they will be ranked above those with lower priority already on the list.

If a place is offered to a pupil after the start of Year 7, between 1 September and 31 December, under the provisions of the previous paragraph, a courtesy call will be made to the Headteacher of the school from which the child will be moving to inform them that a place will be offered and to confirm the reasons for this offer being made.

(1) Applications submitted after the closing date should be sent to the relevant local authority.

(2) Looked After Children/Previously Looked After Definition

A 'looked after child' (a) or a child who was previously looked after but immediately after being looked after became subject to an adoption (b) child arrangements order (residency order) (c) or special guardianship order (d):

(a) A 'looked after child' is a child who is in the care of a local authority, or 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.

(b) 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).

(c) Under the provisions of Section 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.

(d) 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).

(3) For this purpose, 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 as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.

(4) The parish boundaries used are those for civil parishes as shown on Ordnance Survey maps. Copies of maps showing these areas are available, on request, from the school.

(5) Proximity to the school will be measured by a straight line from the school to the pupil's home using the Ordnance Survey Address Point data.

Applications to join Year 7 after the beginning of the School Year and to join Years 8 to 11

Any applications made outside the normal year of entry to the school must be made directly to the school using the school's application for admission.

The Governors' policy for admissions other than for the start of the school year in Year 7 is as follows. Where the number of applications exceeds the published admissions number in a year group, a waiting list will be maintained for the duration of the academic year of admission. If a place in the year group becomes vacant, pupils on the waiting list will be offered places in the order defined by the above over-subscription criteria. Priority is not given based on the date that the application for admission is received. Therefore, for example, if a child moves to a location near to the school after the normal admissions process has been completed and they have a higher priority based on the above criteria, they will be ranked above those with lower priority already on the list.

Transport

Pupils for whom Katharine Lady Berkeley's School is the nearest Secondary School may be entitled to transport assistance, particularly if they live more than three miles from the school or if there is no safe walking route. Please visit the Transport to Schools pages on the website for the local authority where you live to check entitlement:
Gloucestershire: www.gloucestershire.gov.uk/educationtransport
South Gloucestershire: http://www.southglos.gov.uk

Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list.

Admission to Year 12

There is no fixed admission number for Year 12 as it is not a normal point of entry to the school. However, applications from students who wish to join from other schools are welcome and will be judged against the same criteria concerning the suitability for our courses as are applied to students moving from Year 11 at this school. Based on patterns of application in previous years, we make provision for approximately 10 students to join the school at the start of Year 12 although more can be admitted if the staffing and other resources required are available.

Application for admission to the school in Year 12 from pupils who have not attended or do not attend this school in Year 11 should be made by completing a school admission form and, when available, a Year 12 options choice form. Both of these forms are available from the school office.

A minimum of 50 places will be offered to external candidates. In the unlikely event that that school receives more applications than can be accommodated in Year 12 from students who meet our criteria concerning suitability for our courses, the following oversubscription criteria will be used:

1) Looked After Children or children who were previously looked after but immediately after being looked after became subject to adoption, residence, or special guardianship order. (2)

2) Students who have attended this school as Year 11 pupils.

3) Pupils who have siblings (3) who will be registered at the school on the first day of the term in September when the applicant would start in Year 12.

4) Pupils living in the parishes (4) of Wotton-under-Edge, North Nibley, Ozleworth, Kingscote, Alderley, Hillesley and Tresham, Hawkesbury, Kingswood, Wickwar, Charfield, Cromhall, Tortworth, Falfield, Stinchcombe, Alkington, Ham and Stone, Berkeley, Hinton and Hamfallow.

5) Applications which do not fall into the above criteria will be selected according to the proximity (5) of the pupil's home address to the school.

Where the number of applications exceeds the school's capacity, students who are not offered places initially will have the opportunity to place their application on a waiting list. The waiting list will be maintained for at least one term in the academic year of admission, i.e. until 31 December in Year 12 following an application for admission at the start of September. If a place in the year group becomes vacant, students on the waiting list will be offered places in the order defined by the above over-subscription criteria. Priority is not given based on the date that the application for admission is received. Therefore, for example, if a student moves to a location near to the school after the normal admissions process has been completed and they have a higher priority based on the above criteria, they will be ranked above those with lower priority already on the list.

Entry requirements and programmes of study

There are specific entry requirements are for each subject offered in Year 12 – see the school's sixth form prospectus for details. Admission is dependent on students being able to follow a programme of study. To join the sixth form a student must have achieved at least 2B grades and 3C grades and be able to follow a programme of study in line with the requirements for individual courses as detailed for each subject in the sixth form prospectus.

Programmes of study

Students joining Year 12 study either three or four AS subjects together with General Studies.

To study 4 AS: We recommend that pupils with mainly A*, A and B grades at GCSE would be best suited to studying 4 AS subjects.

To study 3 AS: We recommend that pupils with mainly B and C grades at GCSE would be best suited to studying 3 AS subjects.

Please note that GCSE short courses (this may include Religious Studies and/or ICT) count as half a GCSE qualification. Science Double Award counts as 2 GCSE grades.

Admissions Appeals Procedure

Appeals against decisions on admissions to Years 7 to 13 may be made on application to an independent Appeals Committee. Details of the name and address of the clerk to the appeals committee may be obtained from the Admissions Secretary at the school and full details of the appeal procedure will be sent free on request.

For admission to Year 12 or 13, a prospective student may make their own appeal in addition to or instead of an appeal by the student's parents.

The Appeals Committee will normally meet between 15 and 30 May to consider appeals for September admission but may meet as and when necessary to consider appeals on admissions at other times.

Appeals are conducted in accordance with the DfE Regulations as to the holding of appeals on Admissions.

Katharine Lady Berkeley's School admissions arrangements, 2017/2018
Approved by full Governing Body without changes to criteria: 9 December 2015