CLEVEDON SCHOOL ADMISSION ARRANGEMENTS FOR YEAR 12 IN 2014-15

The Year 12 Admission Number for Clevedon School is: 10 If the school is not over-subscribed all applicants meeting the entry criteria will be offered a place.

Clevedon is a comprehensive school, and has a comprehensive Sixth Form. We offer programmes at Level 2 and Level 3, and are able to offer courses to students with a wide range of abilities and aptitudes. In considering applications, our aim is to accept students onto courses on which they can be expected to have a reasonable chance of success. Evidence for making this judgement has to be an appropriate level of prior academic achievement; without this, we believe we would be wrong to lead to students to believe they had a reasonable chance of success.

1. CONDITIONS OF ADMISSION

a) The School's Academy Trust control the admission of students in to Year 12 at Clevedon School. They follow all national legislative and local policy agreement in relation to the admission of pupils to mainstream schools.

b) Students are admitted to the Sixth Form, on the condition that they have met the academic entry criteria and subject to the availability of places. Applications are welcomed from students who are not current members of Clevedon Year 11. The academic entry requirements for courses are identical as for those transferring from Clevedon Year 11.

c) Students already attending Clevedon do not come under these new intake arrangements and need not formally apply for places in year 12 by completing external application forms. The school will, however, inform its Year 11 students of the school's Sixth Form entry criteria and these criteria will apply when students complete internal course preference forms.

2. METHOD OF APPLICATION

Prospectuses and course handbooks are published during Terms 1 and 2 each year, together with application forms (for external students) and course preference forms (for internal students).

The appropriate documentation is specifically issued

a. To all students in Clevedon Year 11

b. To any visitors to the Clevedon School Careers Convention, held in October each year.

A Sixth Form Open Evening is also held in November each year, and advertised in the local press and in Connexions literature.

The prospectus includes a date for receipt of application forms – by 4.30pm on 20 December 2013.

3. CAPACITY

Clevedon School Sixth form has an admission level, which provides a theoretical maximum number on the size of the Sixth Form; this number is currently 360. Our maximum capacity for entrants to Year 12 is 180. However, it should also be noted that there may be a limit on the number of places available on any particular course. The Admission Number for students not studying in Year 11 at Clevedon is 10. This refers to a minimum number of external applications that will be considered by the school; applications over this number will continue to be accepted if within the overall capacity of the Sixth form.
4. OVER SUBSCRIPTION

The following over-subscription criteria, therefore, is applicable for students who do not currently attend the School:

- By statute, entry will not be dependent on attendance or behaviour record.
- An application may be refused if admission would exceed the Admission Number and if it prejudices the provision of efficient education or efficient use of resources.

Over-subscription criteria:

In such circumstances that a greater number of applications were received by the published closing date that met the academic entry criteria for a school for the relevant courses, the School would make every possible effort to accommodate extra numbers. Where this is not possible, the following over-subscription criteria, given in order, would be used to allocate places:

a) Children in Care and children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order. ‘Children in Care’ are children who are looked after by a local council in accordance with Section 22 of the Children Act 1989(b) at the time an application is made.

b) Students living within Clevedon’s First Geographical Area.

c) Children living outside the school’s First Geographical Area.

When applying the criteria in priority order, priority within each criterion will be given, in order, to:

i) children with a brother or sister who will be attending the school.

ii) for children living within Clevedon School’s First Geographical Area only: Children with a brother or sister within the same year group (for example twins or triplets).

iii) children living closest to the school. The distances will be measured in a direct line between the address points of the child’s home and the main entrance to the school, indicated on North Somerset Council’s computerised system(s).

Where the direct line distances are measured as equal priority will be given to these living closest the school, measured by the shortest route between the address points of the child’s home and the nearest entrance to the school site indicated on North Somerset Council’s computerised system(s). Should these distances also be equal the ranking of applications will be made by drawing lots.

5. ENTRY CRITERIA FOR COURSES

The entry criteria for courses apply for all students, although the over-subscription criteria do not apply to existing Clevedon students.

Academic entry requirements for Levels of programme are:

In order to ensure that students enrol on courses that they will be able to complete, we set a guideline of the following minimum entry requirements:

- **Level 2 Courses**: Open entry subject to acceptable references and interview.

- **Level 3 Courses**: In general, students continuing with a subject which they have previously studied at GCSE level must have achieved at least a grade B in that subject. Where the subject is
not one which has been previously studied, the expectation will be at least a grade B in English and Mathematics GCSE.

Additional requirements:

Any student who does not achieve grade C in English and Mathematics is expected to retake this subject in Year 12.

Whilst the above are the preferred admission criteria, students who have lower grades may be considered if places are available.

6. LATE APPLICATIONS.

- Applications over the Admission Number will continue to be considered if within the overall capacity of the Year group and the Sixth Form. However, option boxes and scheduling of classes will be arranged on the basis of information contained in applications received up to the closing date. Hence the choice of courses and combinations may be restricted for applications received after 4.30pm on Friday 20 December 2013.

- The school shall hold a list of those applicants still seeking a place at the school, until the 31st December 2014. All applications will be ranked in line with the over-subscription criteria and allocations will be made in accordance with it. Priority will not be given on the basis simply of the date an application was added to the list.

- Applicants may keep in contact with the school to ascertain when and if any vacancies arise during the school year.

7. CASUAL APPLICATIONS:

Applications received at other times of the year for immediate entry to the Sixth form will be considered, as long as the Sixth form is not in a situation of over-subscription. If this limit has not been reached, and places are available in a suitable combination of courses, applications from students who meet the academic entry criteria would normally be accepted.

Applications may be made at any time, even after the start of the academic year. Such applications will be accepted if there are spaces within the Sixth Form and on the chosen course but such applicants should be aware that they would be expected to catch up with work already covered on the course.

8. REFUSAL OF A PLACE:

- If a student is not successful in receiving a place, reasons will be given in writing for the application not being successful. Students and parents have the mandatory right to appeal to an independent panel and will be informed how to lodge an appeal.

- For students in Clevedon Year 11 who fail to meet the entry criteria for courses in Clevedon School Sixth Form, the school will work, with Connexions, to identify possible alternative provisions for the student. Ongoing guidance will be provided by the Connexions team, even after students have left school, if needed.

9. WITHDRAWAL OF PLACES:

- A place may be withdrawn if it transpires that the application was fraudulent or intentionally misleading.

- If the student is already at the school, the length of time already spent there will be taken into account.
10. TIMETABLE

1. From the beginning of Term 2 (in 2013-14 school year) application forms will be available from Clevedon Sixth Form for Year 12 admission in September 2014.

2. The closing date for receipt of applications to be considered in the first round of allocations is 4.30pm on 20 December 2013.

3. Application forms should be returned to the school.

4. The School will inform those to be offered a place at their school by the end of Term 4.

5. The School will contact those applicants refused a place at the school as soon as a decision has been made.

Additional Information

(a) Places are not reserved for those who, for whatever reason, apply late.

(b) Applications will be accepted for children who meet one of the following:
- are resident in the UK
- hold full British Citizen Passports
- are from countries whose passports have been endorsed to show that they have the right to abode in this country
- are from the European Economic Area (EEA).

Applications for children who do not meet one of the above will not be accepted until the child is in this country.

(c) For the first round of allocations, on-time applications will (apart from when paragraph (b) applies) be considered based on the applicant’s situation that exists as at the closing date and/or when the form was received. Where on-time applicants change address, the application will be considered from the new address in the first round of allocations, providing independent confirmation of the new address is received before the offer of places is determined. Other changes in family circumstances, changes in applications, received after the closing date will be treated as a late application and so will not be considered in the first round of allocations unless the school consider there is an extenuating reason for allowing them to be treated as if the latest information had been received by the closing time and date. This will only apply to late applications or changes received before the offer of places is determined.

(d) In relation to paragraph (c) above, examples of extenuating circumstances include (but are not limited to) the following:

(i) If an applicant is moving and the school is the nearest to the new home measured by the shortest route on the Local Council’s computerised system(s). Proof of the property move (for example, if it is a family move evidence of the exchange of contracts with a completion date or if it is just the child moving, a change to the child benefit letter) needs to be sent to the school at the earliest opportunity.

(ii) The child is from a family of a Crown Servant or of UK Service Personnel, and the MOD, FCO or GCHQ have provided a letter declaring a return date and residency area.

(iii) There has been a change in the family’s circumstances and the reasons are accepted by the school as being extenuating. For example, a parent bereavement that would affect the child’s ability to attend a previously applied for school.
(e) Proof of posting cannot be considered as confirmation of receipt of an application unless accompanied by official evidence to prove delivery.

(f) Where the school is named in a child’s Statement of Special Educational Needs, the Admission Authority is legally required to admit the child to the school. Such children will therefore be allocated places before the above criteria are applied.

(g) Home address - for school admission purposes the school will normally consider the child’s home address to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. It will not include the address of a child that is different from his/her parents/carers where the move to this address is expressly linked to obtaining a school place. Where parents do not live together and the child spends equal amounts of time with both parents/carers, the school will consider the home of the parent/carer who made the application to be the child’s home. The school may undertake rigorous residency checks and reserves the right to request independent confirmation of the child’s place of residence. Parents may be asked to supply such documentation to support their application as deemed appropriate by the school, for example a Child Benefit Book may be required. If the Child Benefit is shared between parents, the address to be used will be determined by drawing lots.

(h) For those moving house they will be considered from their proposed address in the first round of allocations if they are able to confirm independently by the closing date that they will be moving to an address before the start of the school year. Examples of independent confirmation are a solicitor’s letter confirming the exchanges of contracts with a completion date, or a tenancy agreement signed by both parties. Applicants may also be required to provide proof that they have left the previous property, for example by supplying a final account utility bill. Proof of residency received after the allocation of places is determined will normally only be taken into account in any subsequent rounds of school place allocations.

(i) The school will withdraw an offer in limited circumstances. An example may be where it can be shown that offer was obtained on the basis of a fraudulent or an intentionally misleading application such as a false claim to residence at a particular address, which effectively denied a place to a student with a stronger claim. Where before offers are made, an application is deemed to be fraudulent or intentionally misleading the application will be considered on the basis of the correct information. Where applicants who do not respond to an offer of a place within 21 days, the offer may be withdrawn and the place offered to another applicant.

(j) If students do not commence attendance at school at the start of term 1 and the school is not given a satisfactory reason for the absence the place may be withdrawn and if applicable will be offered to other applicants.

(k) Applicants can appeal against the decision not to offer a place at the school. Any one refused a school place will be advised of the processes relating to their right of appeal and will be told who to contact to make their appeal.

(l) Where the school receives an application form that has not been fully completed with all of the information necessary to enable the application to be considered, the school will contact the applicant to request the outstanding information. For on-time applications, if the outstanding information is supplied within a date specified by the school to the applicant but after the closing date, it will be accepted as an on-time application. If it is not received within the requested timescales it may not be counted as on-time unless an explanation that is considered to be satisfactory by the school is provided.
(m) **First Geographical Area** – The school’s first Geographical area is shown on the attached map. Living in this area does not guarantee a place at the school. However, applicants living in the area normally have a higher priority for places than those who live outside the area, (except for Children in Care and Children with a Statement of Special Educational Needs that names the school).

(n) Applications may be made by pupils or by their parent(s).

(o) Brothers and sisters.

   To be considered as a brother or sister a child must be living at the same address for the majority of the time* as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. Half brothers/sisters are defined as children who share only one either biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time* at the address considered to be the address of the child for whom the application is made.

   *A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

   Except for a brother or sister within the same year group, a brother or sister must be attending (or is expected to be attending) the school at the time of admission.

(p) Parent: This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

(q) **Contact the School**

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