This draft policy is for consultation, any comments or responses should be sent to The School Business Manager’s PA at the school by the deadline of 28 February 2014. hsparling@backwellschool.net

ADMISSION POLICY FOR ENTRY TO YEARS 7 TO 11
AT THE START OF AND DURING THE SCHOOL YEAR 2015/16

Responsibility for Admissions to Backwell School

The Academy Trust of Backwell School, in accordance with the school's academy status, is the Admissions Authority for the school. Copies of this policy are available at:

www.backwellschool.net or from
The Headteacher, Backwell School, Station Road, Bristol BS48 3BX
Tel: 01275 463371
Fax: 01275 463077
mailbox@backwellschool.net.

Application should be made to the school for entry to Years 8 to 11 and for entry to Year 7 once the school year has begun.

The school’s admission arrangements are in conjunction with the North Somerset Co-ordinated Admission Scheme for new intake secondary admissions for 2014-15. Copies of the scheme are available at:

www.n-somerset.gov.uk/admissions or from
The School Admissions and Transport Team, Town Hall, Weston-super-Mare, BS23 1UJ
Tel: 01275 884794
Fax: 01275 884753
admissions@n-somerset.gov.uk.

Application should be made to your home council for entry to Year 7 in September 2014.

Admission Number

The Admission Number for Year 7 is 270. It is also used as an Admission Level for Years 8 – 11.
How to apply for entry to Year 7 in September 2015

Applications can be made online or on paper and should be submitted to your home council. If you live in North Somerset you should apply to the School Admissions and Transport Team (contact details above). Applications must be submitted by 23:59 hours on 31 October 2014 in order to be considered in the first round of school place allocations. All applications will be considered equally regardless of the ranking of a parent’s preference for the school. Applicants will be informed of the outcome of their application on 2 March 2014.

Applications submitted after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations except where such late applications are received before North Somerset Council has sent details of applications to other councils and the applicant’s home council considers that there is an extenuating reason for allowing them to be treated as if they had been submitted by the closing time and date. All other late applications will not be considered until after the first round of allocations; this may mean that all of the places have been allocated.

Over-subscription criteria

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 criteria below are applied.

If the school is not over-subscribed all new intake applicants will be offered a place. If the school receives more applications than the Admission Number the following criteria will be used to determine who will be allocated a place. All applications will be ranked in accordance with the criteria below given in order of priority.

(a) Looked-after children. This covers children who are looked after by a local council in accordance with Section 22 of the Children Act 1989 and formerly looked-after children who have been adopted or made subject to a residence or special guardianship order.

(b) Children who are the subject of a direction by a local council to admit or who are allocated the school in accordance with a Fair Access Protocol for school places.

(c) Children with a brother or sister who will be attending the school (including in the Sixth Form).

(d) Children of staff employed on a permanent contract at the school for at least two years, or where the member of staff has been recruited to fill a post for which there is a demonstrable skill shortage.

(e) Children living in Backwell School’s First Geographical Area, shown on the attached map. For further information on schools’ First Geographical Areas please contact the North Somerset School Admissions and Transport Team.
Priority within each category will be given to those 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). If these distances are equal the ranking of applications will be made by drawing lots.

How to apply for entry to Year 7 after the start of the school year and to Years 8 to 11 for the start of the school year and during the school year 2015/16

In-year applications can be made to the school at any time. Parents are asked to complete an application form available from the Head Teacher’s PA (contact details above) or from the North Somerset Council School Admissions and Transport Team. In-year applications will be considered in accordance with the criteria listed above.

The school will maintain a waiting list of applicants still seeking a place at the school, prioritised according to the over-subscription criteria. The waiting list will be kept until the end of each term. Places will be allocated whenever the number of students in the relevant Year group drops below the Planned Admission Number.

How to appeal against the refusal of a place

Parents wishing to appeal against the refusal of a place by the school have the right to appeal to an independent appeal panel. Details of the arrangements are given in the letter of refusal and are published on the school website.

Additional Information

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.

A brother or sister must be attending (or is expected to be attending) the school at the time of admission.

Home address  A child’s home address is considered to be the place where they permanently and ordinarily reside for most of the time, normally the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address.

Parent  This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.
Statement of Special Educational Needs or Education, Health and Care Plan
There is a different procedure for children with a Statement of SEN. Their parents should apply for a place via the service dealing with SEN in their home council.

Admissions of children outside their normal age group  Governors will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the school place application form.