Admissions Policy 2015-16 [Years 7 – 11]

Nailsea School
(Statutory Policy)

Policy Adoption Date:  December 2013

Next review date:  December 2014

<table>
<thead>
<tr>
<th>Responsibility for Policy</th>
<th>Name</th>
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<tbody>
<tr>
<td>Headteacher</td>
<td>Christopher Wade</td>
</tr>
<tr>
<td>Chair of Governors</td>
<td>Sally-Ann Hancock</td>
</tr>
</tbody>
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Admissions Policy 2015-16 [Years 7 – 11]

1. **Rationale:**
   1.1. The school requires an admissions policy in order to avoid a situation whereby it cannot provide accommodation or curriculum for all of the students who are eligible for spaces.
   1.2. This policy must be fair and equitable and clear to all potential applicants for a place at Nailsea School.

2. **Purpose:**
   2.1. To provide criteria for prioritising places for students who have applied for a place at Nailsea School, in the event of oversubscription for places.
   2.2. To provide guidelines as to the process and procedures for application.

3. **Guidelines:**
   3.1. The school’s admission arrangements are in conjunction with the North Somerset Coordinated Admission Scheme for new intake secondary admissions for 2015-2016. To see a copy of the Scheme visit [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions) or contact the: North Somerset School Admissions and Transport Team;

   Town Hall
   Walliscote Grove Road
   Weston-super-Mare
   BS23 1UJ
   Tel: 01275 884794
   email: admissions@n-somerset.gov.uk

   3.2. Nailsea School’s governing body, in accordance with the School's academy status, is responsible for admissions to the School.

   3.3. The Admission Number to Year 7 is 210. It is also used as an Admission Level for Years 8-11.

   3.4. All applications will be ranked in accordance with the criteria below given in order of priority:

   3.4.1. Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.

   3.4.2. Children living in Nailsea School’s First Geographical Area.

   3.4.3. Children living outside Nailsea School’s First Geographical Area.

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

   3.5.1. Children with a brother or sister [for definition of ‘brother or sister’ see 3.13 below] who will be attending the school.

   3.5.2. For children living within Nailsea School’s First Geographical Area only: children with a brother or sister [see 3.13] within the same year group (for example twins or triplets).
3.5.3. 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).

3.6. 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.

3.7. Where the direct line distances are equal the ranking of applications will be made by drawing lots.

3.8. Nailsea School’s First Geographical Area is shown in the map below.

3.8.1. If you are in any doubt about which school normally serves an address please contact the School Admissions and Transport Team of NSC. Contact details are given in Section 3.1 above and Section 3.10.2 below.

3.9. The school will hold a list of those Year 7 applicants still seeking a place at the school until the last day of term 2 in 2015. All applications will be ranked in line with the school’s 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. Children who are the subject of a direction by a Council to admit or who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list.

3.10. Application:

3.10.1. Year 7 places: Nailsea School delegates responsibility for the new intake ranking and offer of places to North Somerset Council School Admissions and Transport Team.

3.10.2. 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:

North Somerset Council, Children and Young People’s Services
School Admissions and Transport Team
Town Hall
Walliscote Grove Road
Weston-super-Mare
BS23 1UJ
Email: admissions@n-somerset.gov.uk
Website: www.n-somerset.gov.uk/admissions
Tel No: 01275 884078
Fax No: 01275 884753

3.10.3. Applications must be submitted by the closing time and date of 23.59 hours on 31 October 2014 in order to be considered in the first round of school place allocations. On-time applicants will be informed of the outcome of their application on the national offer day of 2 March 2015.

3.10.4. 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 both of the following are the case:

3.10.4.1. Such late applications are received before the allocation of places has been determined;
3.10.4.2. 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.

3.10.5. 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. In-Year applications for year 7-11 will be considered in accordance with the above policy provisions.

3.10.6. In-Year Applications should be made directly to the school via Reception

FAO Data Manager
Nailsea School
Mizzymead Road
Nailsea
North Somerset
BS48 2HN
e-mail: nailsch@nailsea.n-somerset.sch.uk
Tel: 01275 852251
Fax: 01275 854512

3.11. The governors delegate responsibility for in year admissions to the admissions sub-committee. This sub-committee will be chaired by the Headteacher, and meet as required.

3.12. The school will, where appropriate, consider allocations for children identified as being from vulnerable groups in accordance with North Somerset Council’s Fair Access Protocol (full details available from NSC).

3.13. **Definition of brother or sister:**

3.13.1. To be considered as a brother or sister, a child must be living at the same address for the majority of the time [i.e. 50% or more of the time] as a full, half, step or adoptive brother or sister.

3.13.2. Full and adoptive brothers/sisters are defined as children having the same either biological or adoptive parents.

3.13.3. Half brothers/sisters are defined as children who share only one either biological or adoptive parent.

3.13.4. 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 of the time [i.e. 50% or more of the time] at the address considered to be the address of the child for whom the application is made.

3.13.5. Except for a brother or sister within the same year group, a brother or sister must be attending [or is expected by the school and/or North Somerset Council to be attending] Nailsea School at the time of admission.

4. **Reviewing this Policy:**

4.1. This policy will be reviewed annually.

4.2. The Chair of Governors and Headteacher are responsible for this policy.

5. **Related documents:**

5.2. North Somerset Coordinated Admission Scheme for new intake secondary admissions for 2015-16.

6. **Procedures:**

6.1. Prospective Parents evenings will take place in September each year and be advertised on the school website: [www.nailseaschool.com](http://www.nailseaschool.com) and in the local press.

6.2. Prospective Parents are welcome to visit the school during the working day at anytime by prior arrangement.

6.3. The school prospectus is available from reception [hard copy] or electronically through the school website.
Admissions Policy Years 7-11
MGB 091213

Map of Nailsea School’s First Geographic Area: