



NLC ADMISSIONS POLICY

Policy October 2010

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Kirklees Council Directorate for Children & Young People

Approved by: Governors and Senior Leadership Team

Responsible Governor:

Responsible Officer: Joan Young - Principal

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Review	Date of Approval	Version Approved	Approved by	Comments and amendments
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Dec 2011	Dec 2011		Governors	
Dec 2012	Dec 2012		Governors	
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Dec 2015	Jan 2015		Governors	Updated to include nursery

Table of Contents

PREAMBLE	3
1.0 Roles and Responsibilities	3
2.0 The Role of the Governors	3
3.0 Suggested Audience and Distribution Channels.....	3
4.0 Related policies, documentation & further reading	4
5.0 Netherhall Learning Campus Admissions Process.....	4
6.0 Nursery Admissions for NLC.....	4
6.1 Responsibility for Admissions to Nursery Class.....	6
6.2 Age Range	6
6.3 Applying for a place at the Nursery	4
6.4 Application for a place in the school.....	Error! Bookmark not defined.
6.5 Criteria for admission if oversubscribed	7
6.6 The Criteria.....	Error! Bookmark not defined.
6.7 Waiting List.....	6
6.8 Transfers.....	6
6.9 Right of Appeal.....	6
7.0 Admissions Processes for Creative & Media Studio School.....	6
7.1 Creative & Media Studio School Mission Statement.....	6
7.2 Admission of Year 10 Pupils.....	6
7.3 Recruitment and Admissions Process Year 10.....	6
7.4 Admission of Year 12 (Post -16) Students Sep 2011 Onwards.....	7
7.5 Oversubscription Criteria.....	7
8.0 Monitoring and Review.....	7
9.0 Approval by the Governing Body and Review Date.....	7

PREAMBLE

Netherhall Learning Campus was federated in April 2008. NLC's constituent bodies include Netherhall High School, the Creative & Media Studio School (C&MSS), Rawthorpe Junior and Rawthorpe Infants schools. The following Admissions Policy was developed co-jointly with Kirklees Council to compliment the Development Action Plan of the C&MSS and the 3 phases that are implicit within that plan, that reflect the building issues that applied at the time of writing.

It has been the Councils', Federation and Employer Partners expressed wish from conception that the Studio School be made available to all students throughout the Local Authority. This has caused issues for other Secondary Heads, however, together with the "*C&MSS Marketing Plan Oct-Dec 2010*" this policy reflects the consensus reached with those heads in order to establish the school. It is also the subject of ongoing and future consultation.

Most importantly, the extension of age reflected in this consultation document will be the subject of further joint consultation by the Council and Federation.

It is NLC's intention that the following admissions process will be absorbed into the Federation's policies and procedures as a result of reviews over coming years.

1.0 Roles and Responsibilities

The responsibility for the implementation of this policy and provision rests with the Principal. On an operational basis, the management, responsibility and evaluation of this policy will be undertaken by the Principal and the Designated Governor in conjunction with the Directorate of Children and Young People of Kirklees Council.

2.0 The Role of the Governors

- 2.1 The Governing Body supports the Principal in implementing the C&MSS Admissions policy. It will consider all representations from all stakeholders regarding the policy and will liaise with the Principal to ensure that the policy is implemented fairly and with sensitivity. Moreover that modification to the policy as a result of Ongoing and future consultation are integrated fully to the satisfaction of all parties
- 2.2 It is the Governors' responsibility to ensure that the Admissions policy meets all regulations, guidelines and codes that apply to school as set by the Council and DfE.

3.0 Suggested Audience and Distribution Channels

Colleagues at Kirklees Primary and Secondary Schools
All NLC learning and teaching support staff
Parents/carers
Students
Employers and Partners

Formally Scheduled Meetings
(*Minutes and Agendas*)
Formal advice and Consultation notices from Kirklees Council
School Newsletters
Kirklees Council Common Application Form/Process
14-19 Prospectus (Area Wide Prospectus)
Inset Days
Email
School Website/Intranet
Open Evenings and Taster Days

4.0 Related policies, documentation & further reading

This policy is part of a suite of policies which should also be referred to:

- **C&MSS School Development Plan**
- **NLC Transport Policy**
- **Kirklees Studio School EOI**
- **Charlie Taylor Report**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/180581/DFE-00035-2012.pdf
- **Statutory guidance - exclusions**
<https://www.gov.uk/government/publications/school-exclusion>
- **CSN Policy Briefing - Back on track alternative provision pilots: Final report - 14 November 2012**
<http://www.lgiu.org.uk/briefing/school-exclusion-trial-evaluation-dfe-research/>
- **DFE Alternative Provision Statutory Guidance – January 2013**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268940/alternative_provision_statutory_guidance_pdf_version.pdf
- **OFSTED Survey – Alternative Provision (June 2011)**
<http://www.ofsted.gov.uk/resources/alternative-provision>
- **DfE School Admissions Code**
<http://www.dcsf.gov.uk/sacode/downloads/SchoolAdmissionsCodeWEB060309.pdf>
- **DfE School Admissions Appeal Code**
<http://www.dcsf.gov.uk/sacode/downloads/SchoolAdmissionsCodeWEB060309.pdf>

5.0 Netherhall Learning Campus Admissions Process

NLC Governing Body has adopted Kirklees Admissions Code. The Kirklees policy covers all three school and all three Key Stages. The policy can be found at Kirklees.gov.uk

For exceptions to the Kirklees admissions policy see below

6.0 Nursery Admissions Process for NLC

6.1 Responsibility for admissions to the nursery class

Responsibility for making decisions regarding admissions to the schools nursery class lies with the head teacher and governors of the school. The head teacher is also responsible for the day to day administrative arrangements that need to be made to ensure that the requirements of this policy are followed.

6.2 Age range

The nursery class at Netherhall St James is able to provide free early years provision for children from the term following their third birthday, if there is an available place.

6.3 Applying for a place at the nursery

Parents should apply for school nursery place no later than the dates indicated in the table below. Application forms are available from the school.

The head teacher will keep a list of children's names and the names and addresses of the parents who have requested a place in the nursery class. This will be called the *nursery admissions list*.

The length of time a child's name has been on the admissions list will not be taken in to consideration.

The head teacher will inform parents by letter whether it has been possible to allocate their child a place.

Child's 3^{1st} birthday falls between:	Place available from:	Application Deadline	Parents will be Notified by:
1 st April and 31 st August	the start of the autumn term (early September)	1 st May	1 st June
1 st September and 31 st December	the start of the spring term (early January)	1 st September	^{Pt} October
1 st January and 31 st March	the start of the summer term (after Easter)	1 st January	1 st February

6.4 Application for a place in the school

All children will be considered equally for a nursery place, regardless of whether they may eventually apply for a place in the reception class in our school.

Conversely it needs to be clearly understood that a child attending our school for their early year's entitlement is not given priority into our reception class.

Parents will need to apply separately for a reception class place. The responsibility for admission to the reception class rests with the local authority as explained in the *Primary School Guide for Parents*.

6.5 Criteria for admission into the nursery class if oversubscribed.

Admission to our nursery class is based on the expression of parental preference.

The head teacher will organise a panel to consider all applications for admissions if places are oversubscribed. The panel will consist of the head teacher, a member of the governing body, and the teacher in charge of the nursery. A local authority officer can offer support and guidance if required. E-mail: beverlev.richards@Akirklees.gov.uk

If there are more applications than places available the head teacher will use the following criteria.

6.6 The criteria

Priority for a nursery place will be given to;

1. Looked after children, children on the child protection register or those who are thought to be at risk of abuse or neglect (Examples may include children who are active cases for social care colleagues and children on the child protection register).
2. Children with exceptional, medical, social and educational needs identified by health, education or social care colleagues. Evidence should accompany applications (Examples may include children identified by the pre-school assessment service as having special educational needs, or as requiring assessment to decide if they have such needs; children who have needs identified by medical professionals; children living in families considered to be exceptionally disadvantaged in relation to the usual circumstances for the area; children who have limited or no access to English speaking environments.)
3. Children who live in the Priority Admission Area (PAA) in age order
4. Children who live outside the PAA but who have an older sibling attending the school in age order
5. Children who live outside the schools PM in age order
6. Extra district children in age order.

6.7 Waiting Lists

Once places have been allocated, and where it is not possible to offer some children a place in the nursery class because it is full, it will be possible for children's names to be added to a waiting list if parents specifically request it. Any places that then become available will be offered from the waiting list in accordance with the school's criteria for admissions (see above). Places will be offered on a termly basis. Only in exceptional circumstances will children be able to start at nursery mid-term.

Parents may choose not to accept the offer of a place for their child but they must indicate whether they wish their child's name to remain on the waiting list for admission in the following term. They will then be considered for a nursery place along with any other eligible children. This may mean that a place is no longer available and a place with another provider may need to be sought.

6.8 Transfers

Transfer from one provider/nursery to another can only happen at the start of term unless there are exceptional circumstances which must first be approved by the local authority (*Free Early Years Provision Working Group*). A transfer is dependent on a place being available.

6.9 Right of appeal

As nursery provision is non-statutory the school's decision will be final and there is no formal right of appeal. However, the head teacher will be happy to discuss any concerns parents may have about the allocation of places.

7.0 Admissions Processes for Creative & Media Studio School

7.1 Creative & Media Studio School Mission Statement

“Our objective is to ensure that all students have access to the highest level of personalised teaching & learning, from dedicated learning coaches, personal coaches and expert trainers/advisors”.

This admissions policy addresses the mission by ensuring that all prospective and suitable students within Kirklees are afforded the opportunity to experience this form of education if they so desire and are not restrained by the notional boundaries of the PAAs or other perceived or real restrictions

7.2 Admission of Year 10 Pupils

- The secondary phase provision on the Netherhall Learning Campus currently has a PAN of 131 for all year groups Y7-Y11.
- The C&MSS is a faculty within the Netherhall Learning Campus
- The agreed normal in-year admissions process can therefore admit pupils into Year 10 up to the agreed PAN of 131 for the year group without any modification.

7.3 Recruitment and Admissions Process Year 10:

- All Year 9 pupils in Kirklees High Schools and their parents will be given information about the C&MSS opportunities via a variety of means including the online 14-19 Prospectus (UCAS Progress), which is also available to families outside Kirklees. The C&MSS will work with the other Kirklees' high schools to ensure that information is made available to pupils.
- Potential Year 10 pupils for the C&MSS will be offered taster days and other sampling activities to ensure that they can make informed choices about the C&MSS and opportunities it represents
- Year 9 pupils who make an informed choice to join the C&MSS Year 10 group will be asked to complete an In-Year Common Application Form and submit to Kirklees Admissions for processing, preferably before May 31st 2011.
- Application Forms will be processed in weekly batch order. If the PAN of 131 is reached during a weekly batch the existing Netherhall oversubscription criteria will apply for that batch of applications.

- **NO SELECTION CRITERIA CAN LEGALLY BE APPLIED other than the published oversubscription criteria. This is a fair admissions process compliant with the School Admissions Code**
- Unsuccessful applicants will be offered a place on the waiting list and the opportunity of appeal

7.4 Admission of Year 12 (Post -16) Students Sept 2011 Onwards

- All Year 11 pupils in Kirklees' high schools and their parents would subsequently be given information about the C&MSS opportunities via a variety of means including the online 14-19 Prospectus (UCAS Progress), which is also available to families outside Kirklees.
- Potential Year 12 pupils for the C&MSS would be offered taster days and other sampling activities to ensure that they can make informed choices about the C&MSS opportunities
- Year 12 pupils who make an informed choice to join the C&MSS post 16 will be asked to complete a UCAS Progress application or submit a C&MSS application directly to NLC C&MSS Admissions for processing, preferably before May 31st 2011.
- Potential Year 12 students on receipt of this application would be offered places following an interview process

7.5 Oversubscription Criteria

To give equal priority to pupils from any part of Kirklees and outside Kirklees

First Round: Random Allocation based on residency (up to 52 places)

- 2 places for applicants resident in each secondary PAA outside Netherhall 24x2 =48
- 2 places for existing pupils in Netherhall as the Netherhall PAA applicants =2
- 2 places for applicants resident outside Kirklees =2

Second Round: Random Allocation of remaining places by quota

- A % quota of remaining applicants from each secondary school PAA by random allocation. e.g. if 75 pupils applied for 30 remaining places then $30/75=40\%$ of applicant pupils from each secondary school PAA would be selected by a random process.
- Existing pupils on the Netherhall campus would make up the applicants for the Netherhall PAA
- Pupils resident outside Kirklees LA would be deemed to be resident in one "outside LA" PAA for the purposes of random selection.

NO SELECTION CRITERIA CAN LEGALLY BE APPLIED other than the published oversubscription criteria. This is a fair admissions process compliant with the School Admissions Code

8.0 Monitoring and Review

7.1 The Governing Body monitors and reviews the C&MSS Admissions policy by:

- seeking the views of all stakeholders, to ensure that they agree with and support the policy;
- requiring the Principal, or nominee, to report to the Governors on the way the C&MSS Admissions policy is implemented annually over the 3 Phases of the Studio Schools Development Action Plan.

8.0 Approval by the Governing Body and Review Date

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting

Policy approved: _____
(Chair of Governing Body)

Date: _____

Date of Policy review: _____