



Learning that Connects

Admissions Policy and Arrangements 2019-20

Policy Date:	September 2018
Review Date:	September 2019
Chair of Governors:	David Smith
Governors Approval:	24 October 2018

What Kind of School is Studio West?

Studio West will equip students joining at Year 7 or 12 with the business and enterprise skills for the challenges of the 21st century. Students will work on real-life projects created in collaboration with the companies in the Enterprise Centre on the campus and with businesses across the region. Every student will have a learning coach and timetables much more like a work environment. Students will work like engineers, scientists and artists through solving problems.

Studio West will provide an academically excellent curriculum based around a general core of GCSEs including English, Mathematics and Science at KS4 and in the Sixth Form will work towards A levels, BTECs, Work Placements and Project Based Learning. We expect and aim to ensure that all students will progress to university, an apprenticeship or a job. Studio West will be a small school, with students who will be very well known and supported by staff, but we will be able to offer provide high quality teaching in a wide range of subjects because of our links with Kenton School.

How Do I Apply for a Place at Studio West?

Admission to Years 7 to 11

How and when to apply for places

There will be 87 places available in Year 7. All applications for a place at Studio West must be made through the Newcastle City Council's school application process using the common application form and returned to Newcastle City Council:

<http://www.newcastle.gov.uk/school-admissions>

Applications for Year 7 transfer places (the entry year for the school) for September 2019 must be submitted by midday on **31 October 2018**. Applications for school places in other year groups or after the start of the school year can be submitted at any time.

Late applications

Applications received after the closing date for admission into the transfer year group will be classed as late and processed after all of the applications received on time, if the School has places available.

Admission of children outside their normal year group

Parents may request that their child is admitted outside their normal age group, for example because the child has suffered ill health. Requests must be submitted in writing to the LA and include any supporting evidence from relevant professionals. Requests must be submitted before

the closing date in the child's normal age group in good time for the LA to be able to consult the governing body and Principal of the school and inform the parent of the outcome before the closing date. The LA will consider each case individually.

Will My Son or Daughter Get a Place at Studio West?

How places will be allocated

Where fewer applications than the published admission number(s) are received, Studio West will offer places to all those who have applied.

Special Educational Needs

Children who have an Education, Health and Care Plan which names the school will be admitted to the school before all other applicants.

Oversubscription Criteria for Studio West

Where there are more applications for admission than places available, the following oversubscription criteria will be used in the order shown to decide which students will be allocated places.

1. Looked After Children in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence (child arrangements) or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.
2. Children who have a brother or sister (a sibling) who will be on roll at the school on the date that the child will be admitted in September 2019. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner, as long as the children live at the same address. Sixth form students are eligible as sibling links.
3. Children with an exceptional medical reason that means they can only attend the specific school (for example, where the child or one or both parents has a disability that means that the child can only attend this school). Strong supporting evidence must be provided from a healthcare professional who is independent of both the family and the school. The evidence must relate specifically to this school and must clearly demonstrate why it is only this school that can meet the child's needs.
4. Children living nearest to the school as measured in a straight line distance from a fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

Tie break

In the event that more than one child has an equal right to an available place, the school will use random allocation as a tie-break.

Additional notes

- Parents/carers have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
- Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. In the event of a dispute the school will accept the application from the parent to whom the child benefit is paid.
- When stating your choice of school, you must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives part of the week between two parents, the child's address should be the address where the child lives (1) during the school week, or (2) with the parent who receives child benefit or where the child is registered with a GAP, if there is any dispute.

Waiting Lists

Where in any year Studio West receives more applications for places than there are places available, a waiting list will operate until 31 December of the same year. The waiting list will be maintained by Studio West and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Position on the waiting list and allocation of places will be determined solely in accordance with the oversubscription criteria outlined above. When a place becomes available, the name at the top of the list will be automatically contacted.

Appeals

If your child is not offered a place at Studio West you have the right to appeal. You must write to the School stating that you wish to appeal and the forms will be sent to you directly. To request an appeals form, you should write to:

Mrs V Wigham
Principal
Studio West
West Denton Way
Newcastle upon Tyne
NE5 2SZ

Studio West appeals process is compliant with the School Admission Appeals Code. Studio West will arrange for an Independent Appeals Panel to consider the reasons for refusal and your reasons for wanting to attend Studio West.

The panel will consist of three people (two will have education experience and one will be an independent person with no education experience). The panel will consider the case put forward. It must consider the admission arrangements for Studio West and the reasons why you want to attend this particular school. The panel must exercise its discretion by balancing the weight of arguments.

Studio West will provide Parents / Carers with the right to attend the Appeals Panel meeting in person, notification of the appeal date will be sent at least fourteen days prior to the hearing.

The decision of the Independent Appeals Panel is binding on the both Studio West and the student/parents.

Definitions

- A **Looked After Child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.
- An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.
- A **Child Arrangements Order** (previously known as a **Residence Order**) is an order outlining the arrangements as to the person with whom the child will live.
- A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.