



Learning that Connects

# Admissions Policy and Arrangements 2017

<b>Policy Date:</b>	July 2017
<b>Review Date:</b>	February 2018
<b>Chair of Governors:</b>	Simon Hanson
<b>Governors Approval:</b>	5 <sup>th</sup> July 2017

## Applying for a place at Studio West for September 2017

### What Kind of School is Studio West?

Studio West will equip students joining at Year 7 and 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 about 60 students in each year, 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?

#### Applications for Year 7 (Key Stage 4) for September 2018

All applications for a place at Studio West for Year 7 should be made through the local authority application process using the common application form provided on their website <http://www.newcastle.gov.uk/school-admissions> or the equivalent in your own local authority (if you live outside Newcastle); this ensures that all applicants can select their alternative options at the same time. Parents wishing to apply for a place at Studio West should complete and return the form by the required date (31<sup>st</sup> October 2016).

#### Applications for Y12 (Post 16) for September 2018

Students and their families should make Year 12 Post 16 applications directly to Studio West as soon as possible or by 31 January 2018. Any applications received after that date will be considered, but after those that were in on time. Successful applicants (and unsuccessful if any) will be contacted in writing by the end of February 2018.

Students or their families who wish to apply or to discuss making an application Studio West can do so in any of the following ways:

**Either:** Telephone 0191 481 3710 for a personal discussion with the Principal/Deputy Principal;

**Or:** Visit the Studio West website at [www.studiowestnewcastle.com](http://www.studiowestnewcastle.com) where you can download a prospectus, application form and read further details and/or request an appointment to discuss the matter with the Principal/Deputy Principal

**Or:** Write to:

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

## How Many Places are there at Studio West?

### Published Admission Number (PAN)

In September 2018 the points of entry to Studio West will be Year 7 and Year 12. For that year the number is 100 places for students in Year 7 and 65 places for students in Year 12.

The Studio School will reach full capacity (360 students) in 2019. In 2017 and 2018, Year 12 will comprise both internal students transferring from Year 11 and external applicants.

The table below shows the numbers expected in Studio West by year group from 2017 to 2019, when the school is planned to reach full capacity.

	2017	2018	2019
<b>Year 7</b>	80	100	50
<b>Year 8</b>	0	80	100
<b>Year 9</b>	0	0	80
<b>Year 10</b>	50	0	0
<b>Year 11</b>	50	50	0
<b>Year 12</b>	65	65	65
<b>Year 13</b>	65	65	65

<b>Total</b>	<b>310</b>	<b>360</b>	<b>360</b>
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## Will My Son or Daughter Get a Place at Studio West?

### Year 7

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

### Year 12

Both internal and external pupils wishing to enter Year 12 will be accepted onto specific courses of study which may have minimum entry requirements published in the Prospectus. If applicants fail to meet these minimum course requirements they will be given the option of pursuing alternative courses for which they do meet the minimum requirements. The minimum course entry requirement to follow a Level 3 programme is 5A\*-C GCSEs including English and Maths. Where students have these qualifications except English or Maths (or both) they may begin the programme but must also take Level 2 courses in these qualifications.

If there are fewer applications than the published admission number, Studio West will offer places to all those who apply. If there are more external applicants that satisfy the entry requirements than the number of Year 12 places available, the oversubscription criteria will apply.

### Special Educational Needs (SEN)

All students who have a statement of Special Educational Needs, which names Studio West on the statement, will have automatic entitlement to a place at the Studio School and will be admitted before all other applicants.

## Oversubscription Criteria for Studio West

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

Children with a Statement of Special Educational Needs, where the school is named in the statement, will be admitted to that school.

Places will be offered to applicants ranked highest using the criteria set out below:

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 or special guardianship order.

2. Children who have a brother or sister (a sibling) who will be attending the school at the time of admission. 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 where the children live at the same address.
  
3. Children living nearest to the school. Measurement is the straight line distance from the front reception entrance of the school to a point in the centre of the home address of the child's main residence at the closing date for applications.

## Late Applications

Applications received after the closing date of the admissions window (31 October for year 7 and 31 January for year 12) may only be considered after those applicants who have applied on time and if places have not been allocated. A late application will not affect the right of appeal or the right to be placed on the waiting list. Following the admissions closing date any late applicants will be allocated a place in the order in which the applications are received, if the School has places available.

## 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.

## **Withdrawal of an offer of a place**

Studio West may withdraw an offer of a place where a parent fails to respond to an offer within a reasonable timescale (normally fourteen days from receipt of the offer) or the place was offered on the basis of a fraudulent or misleading application.