



## Byron Sixth Form College Admissions Policy 2017 - 2018

This Admissions policy has been formally adopted by the Governing Body of the above College in Durham Local Authority.

The Governing Body is the Admissions Authority and is responsible for determining the College's admissions policy. The College has a capacity of 230 for Years 12 and 13 collectively. Hypothetically this would give a PAN of 115 for Year 12. In reality that number can increase or decrease depending on the NOR in Year 13.

The entry requirements for Byron College are largely dependent on the course of study that a student wishes to access. This is the same for students from all partner establishments. Details of specific entry requirements and courses available may be obtained from Denise Ord at the College. The availability of courses is dependent upon the number of applicants and the financial sustainability of the courses and the Governing Body of the College determines this.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

### **Students with an Education, Health and Care plan or a statement of Special Educational Need**

Students who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the student will be admitted.

### **Feeder schools**

St Bede's Catholic Comprehensive School,  
Glendene Arts Academy  
Wellfield Community School  
Dene Community School  
Seaham School of Technology  
The Academy at Shotton Hall  
Easington Academy

### **Application Procedures and Timetable**

To apply for a place at this school, the parent must complete an application form available from the school. The parent will be advised of the outcome of the application by the school.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 30<sup>th</sup> September 2017

### **Admission of Students outside their Normal Age Group**

A request may be made for a student to be admitted outside of their normal age group, for example, if the student is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the student. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

### **Waiting Lists**

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

### **In-Year Applications**

An application can be made for a place for a student at any time outside the admission round and the student will be admitted where there are available places. Applications should be made to the school by contacting Mrs J. Jenkins, Byron Sixth Form College, Westway, Peterlee, Co Durham. SR8. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the student is added to the waiting list (see above).

### **Right of Appeal**

Where a parent has been notified that a place is not available for a student, every effort will be made by the local authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the chair of governors at the school address.

### **Fair Access Protocol**

The school is committed to taking its fair share of students who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a student where admission is requested under any local protocol that has been agreed by both the diocese and the governing body for the current school year. The governing body has this power, even when admitting the student would mean exceeding the published admission number.

### **False Evidence**

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

## **OVERSUBSCRIPTION CRITERIA**

Where there are more applications for places than the number of places available, places will be offered to students who meet the entry requirements according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2017.

1. Looked after and previously looked after students (see notes 2&3)
2. Students who attend a feeder school (see note 4)
3. Any other students

### **Tie Breaker**

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. In assessing home to school distance the LA measures by the shortest walking route. Routes are measured from the centre point\* of the child's house, or in the case of a flat from the centre point\* of the building, to the nearest school site entrance. A Geographic Information System (GIS) is used to identify and measure the shortest walking route. The GIS identifies routes on the Ordnance Survey Integrated Transport Network (ITN) and Urban Paths Network (UPN), which are national recognised datasets. The LA will not include any other routes. In all cases the GIS identifies the route to be measured by connecting in a straight line the centre point\* of the child's house to the closest point on the nearest route on the ITN/UPN.

\* In accordance with the co-ordinates of the Basic Land and Property Unit on the National Land and Property Gazetteer.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

## NOTES AND DEFINITIONS

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a student. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a student.
2. A **looked after student** is a student who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the student will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a student's special guardian or guardians.

3. A **previously looked after student** is a student who immediately moved on from that status after becoming subject to an adoption, student arrangement order or special guardianship order.
4. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the student, or who has care of the student (having care of a student means that the student lives with and is looked after by that person).
5. **Sibling** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

**This policy should be read in conjunction with the local authority's admission guidance for parents.**