



REQUIREMENTS FOR THE ADMISSION OF PUPILS TO THE STUDIO

PROCEDURE FOR ADMITTING PUPILS TO THE STUDIO

Admission Number(s)

1. *THE STUDIO* is part of the Northern Schools' Trust. The following admission number for *THE STUDIO* has been determined by the governing body for the year 2018/19 for Year 10 and Year 12 :

Year 10

The planned admission number is **75 pupils**. *THE STUDIO* is unable to admit more than this number as it would prejudice the efficient education of the children and/or efficient use of resources

KS5

The planned admission number is a minimum of 10 external pupils

The admission number applies only to those being admitted from outside of *THE STUDIO*. *THE STUDIO* will accordingly admit at least 10 external applicants into Year 12 each year if sufficient applications are received and which meet the academic entry requirements.

The same academic entry requirements will apply to external applicants as to pupils already on roll in *THE STUDIO* and, if oversubscribed, *THE STUDIO* will apply the oversubscription criteria in paragraph 10.

PROCESS FOR APPLICATION

2. Arrangements for applications for places at *THE STUDIO* must be made directly to *THE STUDIO*. Information on applications for places at *THE STUDIO* will be communicated to the Local Authority to support co-ordination of school place allocation.

THE STUDIO will provide information to the Local Authorities for signposting to enable parents to view the determined arrangements.

Origination	Authorised by	Issue No.	Page 1 of 5	Date
SET/NW		1.0		March 2017

THE STUDIO will publish in its prospectus, and on the website, information about the arrangements for admission, including oversubscription criteria and the application process. This will include details of open evenings and other opportunities for prospective students and their parents to visit the school.

3. *The Northern Schools Trust* will consider all applications for places at *THE STUDIO*. Where fewer applications than the published admission number for Year 10 are received *The Northern Schools Trust* will offer places at *THE STUDIO* to all those who have applied.

For Year 12 where *THE STUDIO* is undersubscribed all those applicants who have met the minimum academic requirements may be admitted.

4. All applications should be submitted by the deadline of 1st February 2018. *THE STUDIO* will allocate places on 1st March 2018. If places remain available, an additional admission round will run to allocate remaining places on 30th June 2018.

CONSIDERATION OF APPLICATIONS

Admission arrangements for 14-16 provision

5. The Studio will allocate places on the 1st March 2018. If places remain available, an additional admission round will run to allocate remaining places on the 30th June. i.e if 65 places are allocated on 1st March then 10 places remain available.

Should The Studio be full on the 1st March 2018 then the oversubscription criteria in section 10 will be applied.

Should there be a need for a further round of applications these will be allocated on the 30th June. E.g. if 10 places are available then all applications from 1st March to 30th June are all considered on the 30th June for allocation at that time. Should this be required, the oversubscription criterial as laid out in paragraph 10 will be applied. Should the Studio be full on the 30th June then any further applications will be placed on a waiting **list**.

6. The home address of the child is their principal and genuine place of residence, i.e. where they are normally and regularly living (and as registered with the child's GP). Where parents have shared responsibility for a child and the child lives with both parents for part of the school week, the address that is registered with the child's GP will be deemed to be the principal place of residence.

If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends' or relatives' address will not be considered for allocation purposes.

Origination	Authorised by	Issue No.	Page 2 of 5	Date
SET/NW		1.0		March 2017

Admission arrangements for post 16 provision

7. The Studio will publish specific criteria in relation to minimum academic course entrance requirements for admission or transfer to The Studio sixth form.
8. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic course entry requirements for the sixth form.
9. If either internal or external applicants fail to meet the minimum course entry requirements they will be given the option of pursuing an alternative course for which they do meet the minimum requirements at The Studio.
10. If the sixth form is undersubscribed, all applicants meeting the minimum academic course entry requirements may be admitted.
11. The first date for offers for Key Stage 5 applications will be the 31st October in any year.

PROCEDURES WHERE THE STUDIO IS OVERSUBSCRIBED IN YEAR 10 AND YEAR 12

12. Where a pupil's statement of special educational needs (SEN) or Education, Health and Care plan (EHC) plan names THE STUDIO that pupil will be admitted to *THE STUDIO* and the number of available places within the planned admission number will reduce accordingly.

Where the number of applications for admission is greater than the published admission number applications will be considered against the criteria set out below, in priority order:

- (a) Looked after children and previously looked after children as set out in the School Admissions Code.
- (b) Siblings of children already pupils in the school.
- (c) Children residing within the six local authorities that make up Liverpool City Region (Liverpool, St Helens, Knowsley, Sefton, Wirral, and Halton) will be allocated through independently verified random allocation.
- (d) Children living outside of these six local authorities will be allocated places by distance with those living closer to *THE STUDIO* given preference, as measured in a straight line from the applicant's home address to the front gates of *THE STUDIO* using Liverpool City Council's computerised measuring system.

LATE APPLICATIONS

13. Applications received after the closing date will be considered after the on time applications.

Origination	Authorised by	Issue No.	Page 3 of 5	Date
SET/NW		1.0		March 2017

If there have been exceptional reasons for the late application (i.e. a major change of circumstance), and places have not yet been offered *THE STUDIO* will consider whether to include the application in the allocation processes as described in paragraph 10. If all places have been allocated the applicant will be added to the waiting list as described in paragraph 13.

14. A late application will not affect the right of appeal.

OPERATION OF WAITING LISTS

15. Subject to any provisions regarding waiting lists in Liverpool City Council’s (the LA) co-ordinated admission scheme, *THE STUDIO* will operate a waiting list. Where in any year *THE STUDIO* receives more applications for places than there are places available, a waiting list will operate until the end of the first term of the school year. This will be maintained by *THE STUDIO* and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

16. The applicant’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 10 above. Where a new unsuccessful applicant is added to the year 10 waiting list all applicants on the waiting list will be subject to further random allocation to determine priority for the place available.

ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS, INCLUDING TO REPLACE ANY PUPILS WHO HAVE LEFT THE STUDIO

17. *THE STUDIO* will participate in the LA’s In Year Fair Access Protocol.

18. Subject to any provisions in the LA’s co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, *THE STUDIO* will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply as set out in the School Admissions Code. If more applications are received than there are places available, the oversubscription criteria in paragraph 10, shall apply.

APPEALS

Origination	Authorised by	Issue No.	Page 4 of 5	Date
SET/NW		1.0		March 2017

19. *THE STUDIO* will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or legislation to “admission authorities” shall be deemed to be references to the governing body of *THE STUDIO*.

Parents may submit an appeal to the independent appeal panel for unsuccessful applications to KS4 in-year applications and KS5 applications. For KS5 applications, both the parent and pupil have a separate right of appeal.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

20. Where a local authority proposes to name *THE STUDIO* in a statement of educational need or Education, Health and Care (EHC) plan made in accordance with the Children and Families Act 2014, *THE STUDIO* shall consent to being named, except where admitting the child would be incompatible with the provision of efficient education for other children; and where no reasonable steps may be made to secure compatibility in deciding whether a child’s inclusion would be incompatible with the efficient education of other children.

THE STUDIO shall have regard to the relevant guidance issued by the Secretary of State to maintained schools.

21. In the event of any disagreement between *THE STUDIO* and the local authority over the proposed naming of *THE STUDIO* in a statement *THE STUDIO* may ask the Secretary of State to determine whether *THE STUDIO* should be named. The Secretary of State’s determination shall, subject only to any right of appeal which any parent or guardian of the child may have to the Special Education Needs and Disability Tribunal (SENDIST) will be final.

Origination	Authorised by	Issue No.	Page 5 of 5	Date
SET/NW		1.0		March 2017