

ADMISSIONS POLICY 2016/17

1. Plymouth Studio School Contact Arrangements

Plymouth Studio School
C/O City College Plymouth
Kings Road
Devonport
Plymouth
PL1 5QG

<http://www.plymouthstudioschool.co.uk/>

01752 305300

2. Introduction to Plymouth Studio School

Plymouth Studio School has been billed as a new concept in education and will be a centre for educational excellence in an exciting study environment for young people. Students will be passionate and committed about developing the skills required for a career in sport, hospitality and tourism and leisure.

At Year 10 all pupils will follow the National Curriculum and will have the opportunity to undertake GCSEs which include: English, Mathematics, Science, a Modern Language, History or Geography and Physical Education. Some pupils may follow a traditional academic route of solely GCSEs; others may prefer to take a combination of GCSEs plus vocational qualifications linked to the sector of work in which they are interested and hope to progress into. In addition to this all students will take part in related work experiences. Recreational Activity, Citizenship and enrichment form the remainder of the timetable with the student at the heart having choices according to their personal preferences and interests.

For Year 12 pupils a range of A Levels and Technical Qualifications will be on offer to ensure the best possible chance of progression to related University Courses such as Sports Therapy, Strength and Conditioning, Sports Coaching and Hospitality & Tourism Management.

In line with our professional ethos, all students are expected to maintain the highest standards of attendance, behaviour, attitude and appearance.

3. Introduction to the Admissions Policy

The Plymouth Studio School will adopt fair practices and arrangements that are in

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accordance with the School Admissions Code, the School Admissions Appeals Code and admissions law.

Arrangements for applications for places at the Plymouth Studio School at year 10 will be made in accordance with Plymouth Local Authority's co-ordinated admission arrangements, using the Common Application Form provided and administered by the relevant local authority.

The Plymouth Studio School will use Plymouth LA's timetable for applications to the Plymouth Studio School each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within Plymouth LA determined by Plymouth LA following consultation process.

Timescales for 2016 entry can be found by following this link:

<http://www.plymouth.gov.uk/schooladmissionsdates.htm>

Applications for places from outside of Plymouth will be managed within the same time frame as Plymouth LA which will be published on a yearly basis. The application form will be available directly from Plymouth Studio School or Plymouth LA.

For entry at year 12, admissions will be directly with the Studio School. Copies of the application form are available from the Admissions Team and Plymouth Studio School or online at <http://www.plymouthstudioschool.co.uk/>. Applications should be made by 1 March 2016. Provisional offers are usually made by the end of the Spring Term. Final and firm offers can be made upon receipt of examination results in August. Late applications will be accepted until 31 August 2016.

4. Consideration of Applicants

Plymouth Studio School will draw students from the City of Plymouth and surrounding areas of Devon and Cornwall, including Ivybridge, Totnes, Saltash, and Liskeard for which there are extensive transport links.

The Plymouth Studio School will consider all applications for places at the School. Where fewer than the published admission number(s) for the relevant year groups are received, the School will offer places to all those who have applied unless they can be offered a higher ranked preference.

All students with statements of Special Educational Needs or Education Health Care Plans, where the Plymouth Studio School is named on the statement / plan, will be admitted to the School before all other applicants.

5. The Published Admission Number (PAN)

At full capacity, there will be a published admission number of 80 students per year for admission into year 10. As a transitional measure as the Studio School builds to full capacity, the published admission number will be restricted to 60 in 2015 and 80 in 2016.

The published admission number for year 12 will be 0 unless not every student progresses from year 11 to year 12. As the Studio School builds to full capacity the published

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admission number to year 12 will be 55 in 2016 and 10 in 2017. From 2018 onwards, Plymouth Studio School will only admit external applicants to its sixth form if year 12 is undersubscribed by its own students. Likely vacancies will be advertised on our website <http://www.plymouthstudioschool.co.uk/>

Table to show overall pupil build-up until the school is at capacity:

	2016	2017	2018	2019
Year 10	80	80	80	80
Year 11	60	80	80	80
Year 12	55	70	70	70
Year 13	40	55	70	70
Total	235	285	300	300

Admissions into year 10

- When the number of applicants is below 80 from 2016, then all students will be offered places.
- Children who have a statement of Special Educational Need or Education Health Care Plan where the school is named on the statement / plan will have automatic entitlement to a place at the school.
- After this, where the number of applications is greater than the admissions number applicants will be considered against the oversubscription criteria below.

Admissions into year 12

- Plymouth Studio School will operate a sixth form with a maximum of 140 students across years 12 and 13 at full capacity. In 2016, 55 places will be available to external applicants
- Both internal and external students wishing to enter the sixth form will be expected to have met the minimum academic entry requirement for the sixth form. The minimum entry requirement is 5 A*-C including English AND Maths in order to guarantee first choice study programme. 4 A*-C including English OR Maths will not be guaranteed a place on first choice study programme, but the school will endeavour to provide the student with accurate information, advice and guidance in order for them to have a suitable study programme.
- If either internal or external applicants fail to meet the course requirements they will be given the option of pursuing any alternative courses the school offers for which they do meet the course requirements, provided these courses are not already full and oversubscribed.
- All course entry criteria for the sixth form will be published in the prospectus which will be available on our website <http://www.plymouthstudioschool.co.uk/>
- Students with statements of Special Educational Needs or Education Health Care Plans where Plymouth Studio School is named on the statement / plan and meet the minimum entry requirements will be admitted to the sixth form.
- The same oversubscription criteria listed below will apply when there are more applicants than places available.

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6. The Oversubscription Criteria (for each year of entry)

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

1. **Looked after children and all previously looked after children.** A 'looked after child' is a child 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) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Siblings*** of children already attending the school on the day of admission who are living at their home* address within 25 miles of the Plymouth Studio School. Distance is measured in a straight line from the applicant's home address to the visual centre of the School using the Local Authority's computerised measuring system**.
3. Children of members of staff employed for more than 2 years by the School or recruited within the past 2 years to fill a vacancy for which there was a skills shortage, evidenced by completion of the Plymouth Supplementary Information Form¹.
4. Other children living within 25 miles of the Plymouth Studio School as measured in a straight line from the applicant's home address to the visual centre of the School using the Local Authority's computerised measuring system**.
5. Children living at their home* address outside of 25 miles with priority being given to living nearest to the Studio School as measured in a straight line from the applicant's home address to the visual centre of the School using the Local Authority's computerised measuring system**.

Admission out of the normal age group

Places will normally be offered in the Year Group according to the child's date of birth but a parent may submit an application for a Year Group other than the child's chronological Year Group. We will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. We will also take into account the views of the head teacher of the school(s) concerned. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal.

Tie-Break

In the event of a tie-break within any of the five oversubscription categories where two or more applicants cannot otherwise be separated, priority will be given to those who live

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closest to the Plymouth Studio School as measured in a straight line from the applicant's home address to the visual centre of the School using the Local Authority's computerised measuring system**. If distances are equal an independently verified random allocation system will be used to determine the allocation.

***The Home Address:**

You must state the address where your child lives most of the time and where they will be living on the closing date for applications. Council records may be checked to see if you are registered at the address that you put as your child's address.

If we are unable to confirm that they live at that address, we will contact you to ask for further documentary evidence. You must not use a business address, childminder's address or any address other than your home. You should be aware that the Admissions Service, in conjunction with the Council's Audit Team, will investigate any instance where suspicion arises that the child does not live at the home address you have stated. If a place is offered on the basis of false information, the place will be withdrawn.

A student's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Studio School that care is split equally between parents/carers at two homes, parents/carers must name the address to be used for the purpose of allocating a school place.

****Distance Measurements:**

Distance measurements will be measured by a straight line on the map using Plymouth LA's electronic mapping system. Measurement points will be from an internal point of the building concerned (the visual centre of the building(s)). Flats are therefore taken to be the same measurement point regardless of floor of location. ¹

*****Siblings:**

Children are siblings if they are a full, half, step, or adoptive brother or sister, and live in the same family unit and household.

Multiple births:

Defined as children of multiple birth (including those born within the same academic year cohort). We understand that parents/carers would like to keep twins, triplets and other children of multiple birth together. Where the admission criteria is applied and it is not possible to offer places to all children of the same multiple birth family we would work with the family to find the best solution for them and their children. Should it transpire that it is not possible to offer place(s) to all children within that multiple birth, the parent/carer will be invited to nominate which child should be allocated the place(s).

7. Late Applications

Applications received after the closing date of the admissions window may only be considered after those applicants who have applied on time 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.

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Following the admissions closing date (as determined by Plymouth LA's coordinated admissions arrangements¹) any late applicants will be allocated a place on a first come first served basis if the School has places available.

The Plymouth Studio School will ensure that someone independent of the school supervises the random allocation process.

8. Waiting List Provisions

Where in any year Plymouth Studio School receives more applications for places than there are places available, a waiting list will operate until 31st December of the same year. At the end of the co-ordinated scheme, the waiting list will be maintained by the Studio School and it will be open to any parent/carer 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.

9. In-year admissions

The Plymouth Studio School will participate in Plymouth LA's In Year Fair Access Protocol.

Subject to any provisions in the LA's locally coordinated admission arrangements¹ relating to applications submitted for years other than the normal year of entry, the School 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. If more applications are received than there are places available, the oversubscription criteria in section 6 above shall apply. Parents/carers whose application is turned down shall be entitled to appeal.

10. The Appeals Process

If you or your child is not offered a place at the Plymouth Studio School you have the right to appeal. You must write to the Plymouth Studio School stating you wish to appeal and the forms will be sent to you directly. Your letter must be sent to:

Plymouth Studio School
C/O City College Plymouth
Kings Road
Devonport
Plymouth
PL1 5QG

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

The panel will consider the case put forward, it must consider the admission arrangements for the Studio and the reasons why you want to attend this particular school. The panel must exercise its discretion by balancing the weight of arguments.

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The Plymouth Studio School will provide Parents / Carers with the right to attend the Appeal 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 admissions authority and the parents/carers.

Repeat Appeals

The Plymouth Studio School will not consider repeat appeals by the same applicant in the same academic year unless the applicant is able to prove that there have been material changes in their circumstances since the previous admission appeal. The final decision as to whether the material changes warrant a fresh appeal will be determined by the Plymouth Studio School Appeals Panel made up of different members than in the original appeal.

Withdrawal of an offer of a place

The Plymouth Studio School may withdraw an offer of a place where a parent/carer fails to respond to an offer within a reasonable timescale or the place was offered on the basis of a fraudulent or misleading application.

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Only complete this form if you are:

A member of staff employed by the school for two or more years at the time at which the application for admission to the school is made or a member of staff for or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

PLYMOUTH SUPPLEMENTARY INFORMATION FORM 2016/17

Please note this is a supplementary information form for administration purposes only and is not an application form. It will be used to rank a submitted application according to the published admission criteria.

Only complete this form if you are:

a) A member of staff employed by the school for two or more years at the time at which the application for admission to the school is made;

b) A member of staff for or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If you are applying under the category of a) or b) above, complete this form and return it to the School Admissions Team, Education Learning and Family Support, Plymouth City Council, Windsor House, Plymouth, PL6 5UF. ¹

To be completed by the parent/carer

Full name of child:	Date of birth:
Please name the member of staff employed by the School:	
Name of school:	
Name of parent/carer:	Relation to child:
Signature:	Date:

Data Protection

All information supplied will be processed and held by Plymouth City Council. Information may be shared with other relevant admission authorities and Government Departments where there is a Legal requirement to do so.

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