



## **ADMISSIONS POLICY 2020/21**

## 1. Introduction

The Studio @ Knutsford is part of Knutsford Multi Academy Trust. It supports young people aged 14-19 to develop the skills they need to access aspirational careers or to progress to further and higher education

Students may apply to enter the Studio@Knutsford at either Year 10 or Year 12. Applications are accepted from students currently at Knutsford Academy or who are currently at other schools. In year applications are also welcome.

Those entering at Year 10 continue with English, Maths and Science to GCSE. Options will be built around developing employability skills.

In each pathway students study for GCSE/BTEC qualifications and for industry related professional certification delivered in partnership with leading local employers, providing the basis for a powerful CV. Academic qualifications will be complemented by work placements, and real life projects.

At Sixth Form, four employment pathways are offered leading to BTEC or A Level qualifications in:

- Business Management
- Technology
- Creative Media and Design
- Sport and leisure

## 2. Applying for a place at Studio@Knutsford

The Studio processes applications outside of the normal common application form process of Cheshire East Local Authority for Year 10 entry. This means that you need to make a separate application by writing directly to the Headteacher at Studio@Knutsford, Bexton Road, Knutsford, WA16 0EA.

Post 16 (Year 12) applications should be made directly to the Head of Sixth Form at Studio@Knutsford, Bexton Road, Knutsford WA16 0EA. Applications are available from the website <https://www.knutsfordacademy.org.uk/sixth-form/> or by contacting the Studio directly.

The deadline for all applications is 1<sup>st</sup> February. Decisions on places will be made and notified to parents/carers on 1<sup>st</sup> March. Applications will be accepted up to 31<sup>st</sup> August but will be regarded as late applications.

Late applications will be accepted and placed on the waiting list and allocated using the oversubscription criteria outlined in section 5. Please note that an offer of a place in Year 12 will be provisional based on predicted grades and will be confirmed once actual examination results are known and validated.

The Studio@Knutsford will comply with the local Fair Access Protocol if it is an appropriate placement for the particular student. Each case will be reviewed individually by the Cheshire East Fair Access Panel.

Where fewer applications in Year 10 are received than the published admission number we will offer places to all those who have applied if they meet the minimum requirements.

### **3. The Student Published Admission Number (PAN)**

#### Year 10

At full capacity, Studio@Knutsford has an agreed Published Admission Number (PAN) of 75 for admission into Year 10 and we will admit up to this number each year.

#### Post 16 (Year 12)

The Studio@Knutsford welcomes applications from Year 11 students at Knutsford Multi Academy Trust and students wishing to join from other schools.

All year 11 students at Studio@Knutsford will be entitled to progress to post 16 provision if they meet the minimum entry requirements.

Published Admission Number (which is the minimum number) of places for external applicants is 30. As a guideline for external applicants, typically the Academy admits in the region of 20 – 30 external applicants into Year 12 year on year.

If the Studio@Knutsford is named in an Education Health and Care Plan (EHCP), the Academy Trust has a duty to admit the child and the number of available places in the normal admission round will reduce accordingly.

Knutsford Academy is the feeder Academy for the Studio@Knutsford. Where the Studio@Knutsford is oversubscribed, the oversubscription criteria (as set out in section 5) will be used.

### **4. Post 16 (Year 12) intake**

Both internal and external students wishing to enter post 16 provision at the Studio will be expected to have met the minimum academic entry requirements for our sixth form as stated below:

- For BTEC programmes students will require a minimum of 5 GCSEs at grades 4-9 or their equivalent including English.
- For A level courses students will require a minimum of 5 GCSEs at grades 5-9 or their equivalent including English and Maths. Applicants will require at least a grade 6 in the subject they wish to study at A level, if this has been taught at GCSE.

If either internal or external applicants fail to meet the minimum criteria for entry, they may be given the option of pursuing alternative courses available for which they do meet the minimum academic requirements.

Applications will be considered throughout the academic year.

### **5. Oversubscription criteria**

If the Studio@Knutsford is oversubscribed, priority for admission into Year 10 and Year 12 will be given as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.

A looked after child is a child who is, or ever has been – (a) in the care of a Local Authority or (b) been provided with accommodation by a Local Authority in the exercise of social services functions (as defined in Section 22 (1) of the Children Act 1989).

2. Feeder Academy: Knutsford Academy is the feeder Academy for the Studio@Knutsford. A maximum of 60% of remaining places will be allocated to applicants on its roll. In the event of oversubscription within this category random allocation will be used (see 'Tiebreaker' below)

3. Distance: remaining places will be allocated for all remaining applicants based on distance from the Studio@Knutsford measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point to the coordinate point of the place of residence.

### Tie Breaker

In the event of two or more applications that cannot otherwise be separated, the Studio@Knutsford will use random allocation as a tie-break. This will be overseen by someone who is independent of the studio, full details of this process can be found in Appendix 1.

The oversubscription criteria apply regardless of the Local Authority area in which pupils live.

## **6. Admission outside of normal age group**

Parents may seek a place for their child outside of their normal age group. Parents who wish to seek admission on this basis should write to the Studio@Knutsford during the autumn term in the academic year of application, giving reasons and providing compelling professional evidence.

The Studio@Knutsford will make its 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.

The Studio@Knutsford will also take into account the views of the head teacher of the child's present school.

When informing a parent of the decision on the year group the child should be admitted to, the Studio@Knutsford will set out clearly the reasons for the decision.

Where the Studio@Knutsford agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. Year 10 or Year 12) the Studio@Knutsford will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible. The published admission arrangements and oversubscription criteria will be applied

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the Studio@Knutsford but it is not in their preferred age group.

## **7. Waiting list**

The Studio@Knutsford will operate a waiting list for each year group. Where, in any year, Studio@Knutsford receives more applications for places than there are places available, a waiting list will operate until one term after the start of the school year. Students will be offered places as they become available, using the over-subscription criteria.

## **8. Appeals**

### Year 10 & 11

Where a student is not offered a place at Studio@Knutsford their parent/carer may appeal to an independent panel. A timetable for the management of appeals will be published on the website of the Academy Trust by 28<sup>th</sup> February of each year.

Appeals need to be submitted within 20 school days of notification that an application has been rejected. The appeals process will be fully compliant with the Schools Admission Appeals Code.

The Academy Trust will ensure that an Independent Appeals Panel is trained to hear admission appeals in accordance with statutory requirements. Full details of the appeals process will be forwarded on request.

### Post 16 (Years 12 & 13)

Where a student is not offered a place at Studio@Knutsford both the student and their parent/carer may appeal to an independent appeal panel. A timetable for the management of appeals will be published on the website of the Academy Trust by 28<sup>th</sup> February of each year.

Appeals need to be submitted within 20 school days of notification that an application has been rejected. The appeals process will be fully compliant with the Schools Admissions Appeals Code.

The Academy Trust will ensure that an Independent Appeals Panel is trained to hear admission appeals in accordance with statutory requirement. Full details of the appeals process will be forwarded on request.

## **APPENDIX 1 - Over-subscription - Procedure for a Tie-Breaker**

In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

### **DEFINITION OF ROLES**

Independent Scrutineer (IS) – this is a person who ensures the process is carried out in a correct and transparent way. The IS must be independent of the school.

Admissions Officer (AO) – this is the headteacher / a governor from the school who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IS.

Person who makes the draw (P) – this must be a person independent of the school.

### **PROCESS TO BE FOLLOWED**

**This entire process is carried out in sight of, and under the scrutiny of, the IS**

1. The AO allocates each pupil to be included in the draw a number and records it on the 'Random Allocation Cross Reference Sheet'. This is placed in a sealed envelope.
2. The AO prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
3. The AO folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
4. The AO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.
5. The AO records the first number drawn on the 'Random Allocation Record sheet'.
6. If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.
7. The AO then opens the previously sealed envelope containing the 'Random Allocation cross reference sheet' and records the numbers drawn on the 'Random Allocation cross reference sheet', marking clearly which child(ren) has(have) been allocated a place and which have not.
8. Once the process has been completed, the AO, IS and P should sign and date both the 'Random Allocation Record sheet' and the 'Random Allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.

**RANDOM ALLOCATION RECORD SHEET**

Date of Random Allocation: \_\_\_\_\_

Year Group \_\_\_\_\_

Number of places to be offered \_\_\_\_\_

Reason for random allocation: Twins/Triplets? Equidistant?

Number of applicants to be included in the random process \_\_\_\_\_

The 1st no. picked was:? 2nd (if applic)? 3rd (if applic)?

If further places can be offered further draws continue until all of the available places are allocated.

N.B. Which child is to be allocated as a result of the draw should be recorded on the 'Random Allocation cross reference sheet' by the AO after the draw has taken place.

**Declaration:**

**I confirm that the random allocation process has been carried out in accordance with the School's Random Allocation Procedure.**

Admission Officer (AO):

Print name here: \_\_\_\_\_

Sign name here: \_\_\_\_\_

**Declarations:**

**I confirm that I am independent of the school named above and that the random allocation process has been carried out in accordance with the School's Random Allocation Procedure.**

The Independent Scrutineer (IS):

Print name here: \_\_\_\_\_

Sign name here: \_\_\_\_\_

The person who makes the draw (P):

Print name here: \_\_\_\_\_

Sign name here: \_\_\_\_\_

**RANDOM ALLOCATION CROSS REFERENCE SHEET**

Date of Random Allocation: \_\_\_\_\_

Year Group \_\_\_\_\_

Number of places to be offered \_\_\_\_\_

*To be completed by the AO after the draw has taken place*

		<i>To be completed by the AO after the draw has taken place</i>	
Pupil Name	Number	Allocation order (1st, 2nd, N/A etc)	Place allocated? (Y or N)
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		

**Declarations:**

**I confirm that the allocation recorded above is the correctly recorded result of the Random Allocation process.**

Admissions Officer (AO):

Print name here:

\_\_\_\_\_

Sign name here:

\_\_\_\_\_

The Independent Scrutineer (IS):

Print name here:

\_\_\_\_\_

Sign name here:

\_\_\_\_\_

The person who makes the draw (P):

Print name here:

\_\_\_\_\_

Sign name here:

\_\_\_\_\_