

Batley Girls' High School - Visual Arts College

Policy Document

Admissions Policy

Produced by: WJB

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Academy Admissions Policy 2017-18

The initial number of year 7 places available for the 2017/18 school year will be 211. Applications for September 2017 entry should be made via the Kirklees coordinated admissions scheme using the online Parent Portal on the Kirklees website. The application period will run from the week beginning 1 September 2016, and the closing date for applications will be 31st October 2016.

Admissions Criteria

For year 7 entry in September the School will adhere to the Kirklees admissions policy as follows. If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria, also known as oversubscription criteria, which are considered in order. In Kirklees the admission criteria are:

Priority 1 children in public care (looked after children), or a child who was previously looked after;

Priority 2 children who live in the school's Priority Admission Area (PAA) who have a sister attending from the same address at the date of admission (the sibling rule);

Priority 3 children who live in the school's PAA;

Priority 4 children who live outside the school's PAA who have a sister attending from the same address at the date of admission (the sibling rule);

Priority 5 children who live outside the school's PAA.

Children with special educational needs who have a Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) Plan which names the Academy will be allocated a place at the Academy. This is a statutory entitlement under the S.324 of the Education Act 1996.

Late Applications

Applications received after the closing date will be regarded as late unless there have been significant and exceptional reasons for the lateness. Proof of special circumstances will be required.

Late applications are not considered until all on-time applications have been allocated places. Applications submitted after the closing date due to a significant house move will be regarded as on-time provided that documentary evidence to confirm the move is provided by 31 December 2016.

It is expected that the allocation process will take place on 25 January 2017.

Appeals procedure

Often Batley Girls' High School is fully subscribed. However each year several parents opt to send their daughter to private school thus freeing up places at a late stage. Parents who want to appeal against the decision not to offer their child a place at the school must appeal directly to the school, not through the Admissions Team. Appeals should be addressed in writing to the Admissions Officer at the school within 10 school days of receiving the decision letter from the Admissions Team. The envelope should be clearly marked "Admission Appeal".

The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

Waiting list for the incoming Year 7

A waiting list will be drawn up from unsuccessful applicants, giving priority in accordance with the admissions criteria. Any places which become available will be filled from the waiting list. Criteria for updating and applying the waiting list will be those as outlined by the Local Authority and the Local Authority will hold the waiting list. If a child has been placed on the waiting list, parents will be informed in April 2017 and asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.