

EDUCATING YOUR CHILD

Secondary school admissions 2013 to 2014



A parents' guide to
secondary schools
and education
services on the
Isle of Wight

How to contact us

Our address: School Admissions, Isle of Wight Council,
County Hall, Newport, Isle of Wight PO30 1UD

Phone: (01983) 823455

Fax: (01983) 826099

Email: school.admissions@iow.gov.uk

Website: www.iwight.com/schooladmissions

Opening hours: 8.30am to 5pm, Monday to Thursday,
8.30am to 4.30pm, Friday.

You can get information/advice on the following from the school admissions office:

- School admissions.
- School transport (eligibility).
- Free school meals.
- Other general information about education on the Isle of Wight.

Our customer service charter

We aim to deliver an excellent and efficient service to you.

This charter is our promise to you that:

- we will be courteous and respectful and do all we can to respond appropriately to requests for service;
- we will help you to use our services, explaining what we can do and what we cannot do;
- we will give you straightforward information and use plain language;
- we will consult with you regularly and take account of your comments;
- we will treat everyone fairly;

- we will continuously aim to improve our services;
- we will learn from our mistakes, work hard to avoid making them again and aim to put things right should they go wrong.

Your commitment to us:

- To behave in a considerate and polite way so that we can give you and other customers the standard of service you would expect.
- Not to abuse staff, either physically or verbally.
- To attend an appointment on time, or let us know if you cannot do so.



Introduction by the director of schools and learning

Dear Parent,

This booklet tells you about admission arrangements to secondary schools on the Isle of Wight. There are separate sections for community/controlled schools for which the Isle of Wight Council is the admissions authority and church aided, foundation and academy schools where responsibility for considering admissions applications rests with the governing body. We have also produced a separate booklet on admissions to Island primary schools. The two booklets are available from the school admissions office (telephone 823455).

Please understand that you cannot choose a school but you can 'state up to three preferences' saying which schools you would most like your child to attend. (See page ?? for further details). We will do our very best to meet one of your preferences, but if we receive too many applications for a school we may ask you to accept a place at a different one. For parents whose children are due to start secondary school next September, the most important things for you to do now are:

- Decide which schools you would prefer your child to attend.
- Apply online, or fill in the application form enclosed with this booklet.
- Make sure that the form is received by the admissions office at County Hall by 4.30pm on 31 October 2012 (preferably before).

If you would like your child to attend Christ the King College you should also complete the form enclosed with this booklet and return it by the above deadline to the admissions office at County Hall, Newport. You must also complete the Christ the King College supplementary information form which you can obtain from the school direct. This form must be returned to the school by 4.30pm on 31 October 2012 with any supporting evidence.

Alternatively, you can complete an application form online via the authority's website

www.iwight.com/schooladmissions. Any relevant additional information must be sent direct to the school admissions office. If you are applying for a place at Christ the King College you must include the school in your preference(s) and contact the school direct to obtain their supplementary application form and prospectus. The completed form and any relevant additional information must be received by Christ the King College by 4.30pm on 31 October 2012.

By law, applications received by the published closing date have to be considered before those that are received later, even a day later, and so you need to make sure that you complete the form now.

In this booklet you will also find:

- names and addresses of our secondary schools and the number of children that can be admitted in September 2013;
- details of the secondary schools, their admissions policies and how you apply for a place;
- admissions arrangements for children whose parents wish them to change school;
- information on the other services we provide such as home to school transport.

Please note that the information contained in this booklet was correct at the time of publication (August 2012). Admissions and home-to-school transport policies are subject to change from time to time. If any changes are made, before the 2013/2014 school year, which will affect your child we will let you know as early as possible.

If you have any questions or concerns, please contact us by phone, email or fax, or by visiting us at County Hall, Newport. We are here to help you.

Steve Beynon
Director of Schools and Learning
August 2012



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Terms used in this booklet

Academy

An academy is a state-funded school managed by an independent sponsor. The funding agreement between an academy company and the Secretary of State requires the academy's admissions policy and arrangements to be in accordance with, or consistent with admissions law and the school admissions code.

Additional/supplementary forms

All parents who list their preferred school on the Isle of Wight Council's common application form are regarded as having made valid applications. An additional or supplementary form will also have to be completed for applicants considered under faith criteria at the aided schools.

Admissions number

The maximum number of children a school can give places to each year.

Aided school

A school owned by trustees and mostly maintained by the local authority. The school governing body controls admissions and religious education.

Common application form

The form which all parents must complete when applying for school places.

Collaboration

Providers on the Island work together to enhance education provision for 14 to 19 year old students.

Community school

A school which the Isle of Wight Council owns, funds and maintains.

Co-coordinated admission scheme

Ensures that a letter or email (for online applications) is dispatched on 1 March 2013 to every child living on the Isle of Wight, who is due to commence school, with the offer of a place. The scheme gives clear communications on school admissions between the local authority, the foundation schools and the aided schools.

Distance

Distance for the allocation of school places will be measured in a straight line by the local authority's geographical information system (GIS) from the centre of the building of the home address to the centre of the school building with those living closer to the school receiving the higher

priority. If distances are equal (for example with a block of flats) lots will be drawn by an independent person to determine the allocation.

Fair access protocol

This protocol prioritises admissions for certain categories of school age children. This protocol relates to admission applications throughout the year.

Foundation school

A school which has foundation status and the governing body controls admissions.

Independent school

A school which the Isle of Wight Council does not fund or maintain – a privately-owned school.

Online admissions

Parents can apply for a place for September 2013 via the Authority's website www.iwight.com/schooladmissions.

Parents

A parent is any person who has parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving child benefit is deemed to be the parent responsible for completing the application form, and whose address will be used for admissions purposes.

Priority area

The geographical area that a school serves. The priority area you live in depends on your postcode and house number.

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner, and in every case, the child should be living in the same family unit at the same address.

Supplementary information form (SIF)

The form which parents complete when applying for a school place at an aided school

Unique identification number (UID)

To apply for a school place online you will be able to log on to your child's record using the UID. This number will be sent to you.

We, us, our

The Isle of Wight Council as the local authority.



Isle of Wight schools

The Island has forty nine community, controlled and aided schools.

There are:

- forty one primary schools;
- six secondary schools all of which are mixed-sex all-ability day schools;
- two mixed-sex special day schools.

Schools are grouped in local clusters which enable them to work closely together for the benefit of all children.

Primary schools

(for pupils aged 4 to 11)

There are forty one primary schools which are composed of community, voluntary aided, foundation trust schools and an academy. Most primary schools have a pre school on site or located nearby.

Secondary schools

(for pupils aged 11 to 19)

Of the six secondary schools:

- three are foundation schools;
- two are academies;
- one, Christ the King College, is a Church of England and Catholic aided school.

They all will have sixth forms for pupils who want to stay on after 16.

The six secondary schools, St George's School, the Isle of Wight College and other training providers work together to provide appropriate courses for all Island students aged 16+. Further information is available directly from any secondary school, the college and St George's School.

Special schools

We have two special schools both of which are in Newport:

- Medina House for children aged up to 11 with severe and complex learning difficulties.
- St George's for children aged 11 upwards with severe and complex learning difficulties.

School term dates 2013 to 2014

The school year lasts 195 days, but five of these days are used for staff training, so pupils go to school for 190 days. Your child's school will let you know when the five development days are due to take place.

Autumn term 2013

Schools open 3 September to 20 December 2013
Half term 28 October to 1 November 2013

Spring term 2014

Schools open 6 January to 4 April 2014
Half term 17 February to 21 February 2014

Summer term 2014

Schools open 22 April to 23 July 2014
Half term 26 May to 30 May 2014



Which secondary school should I send my child to?

Deciding which secondary school you would like your child to go to is sometimes difficult. You will probably have an idea of some of the things about a school which are important to you and your child and you may have talked with parents who already have children there. However, any decision as important as deciding your child's school should always be based on your own judgement. We strongly recommend that you attend some of the open evenings arranged by the secondary schools (dates are available from schools).

All the schools will give you a prospectus which contains information about:

- the school's aims;
- the subject areas taught at the school;
- results of the national curriculum assessments;
- attendance figures;
- out of school activities;
- the school's policies on issues such as behaviour and discipline, special educational needs and equal opportunities.

Below we have listed some things you may want to consider when deciding which school you would like your child to go to:

- Does the school have a welcoming atmosphere?
- Does the school emphasise the importance of working with parents?
- Do staff have high expectations of the children and is there an emphasis on each child's achievements?
- Does the school actively plan to include all its pupils and their parents in the life of the school, and provide good support to meet special needs?
- Is a wide range of out-of-school activities available for pupils of all ages and abilities?
- Is the school well led by the head teacher and governors?
- Is there a plan showing how the school hopes to develop over the next few years?
- Is children's work displayed with care?
- Are governors fully involved in the life of the school and do parents have easy access to them?

This is not a full list and you will be able to judge a great deal from the atmosphere of the school during your visit.

Remember, all children and all schools are different. You will probably find it helpful to visit a number of schools before deciding which one is best for you and your child, however, places are limited in all schools and it is not always possible for us to agree to a place for your child at your preferred school.

A list of Island secondary schools can be found on page 14.

School inspections

The Office for Standards in Education (Ofsted) inspects schools. You can get a copy of a school's last inspection report from the head teacher. Ofsted's website at www.ofsted.gov.uk also includes copies of all school inspection reports.

Performance tables

The Department for Education (DfE) publishes performance tables. You can see copies of these on the DfE website at www.education.gov.uk or you can get them from the Isle of Wight Council, County Hall (telephone 01983 821000).

Year groups and key stages for school children

School	Age	Year group	Key Stage
Primary	4+	Reception	Foundation Stage
	5+	1	Key Stage 1
	6+	2	Key Stage 1
	7+	3	Key Stage 2
	8+	4	Key Stage 2
	9+	5	Key Stage 2
Secondary	10+	6	Key Stage 2
	11+	7	Key Stage 3
	12+	8	Key Stage 3
	13+	9	Key Stage 3
	14+	10	Key Stage 4
Sixth Form	15+	11	Key Stage 4
	16+	12	
	17+	13	



Timetable for September 2012 admissions

September 2012 to October 2012

Fill in the common application form enclosed with this booklet stating, in priority order, your preferred schools or alternatively apply for a school place online via the local authority's website www.iwight.com/schooladmissions. If you are applying for a place at a Christ the King College you need to also contact the school direct to request a

supplementary information form and prospectus. Make sure that the application form or on-line application and is received by the school admissions office at County Hall, Newport by 4.30pm on 31 October 2012. The supplementary information form must also be received by Christ the King College by 4.30pm on 31 October 2012.

4.30pm on 31 October 2012

This is the latest time by which the school admissions office at County Hall, Newport, needs to receive your application form or on-line application. It is also the latest

time by which the Christ the King College needs to receive your supplementary information form.

Is a place available at one of your preferred schools?

Yes

No

1 March 2013

(National offer day)

The date we will post a letter and if you applied online, you will also receive an email, confirming that we have reserved a place for your child.

1 March 2013

The date we will post a letter and if you applied online, you will also receive an email, stating that your application has been turned down. We will also tell you the name of the school where a place has been reserved.

You will be able to:

- appeal against our decision – your child's name will be put on a waiting list for your preferred school(s) and/or request to be placed on the waiting list for the foundation schools;
- ask for a place at a different school altogether.

Summer term 2013

Schools contact parents about induction days.

May to July 2013

Appeal hearings take place.

September 2013

Autumn term starts



How many pupils can a school give places to?

Each school has an admissions number. This is the maximum number of places available for the new intake each year. The admissions number stays with the year group as it progresses through the school even if the number is increased or lowered for intakes in future years.

Admissions numbers for the schools are shown on page 14. The admissions number is the most important factor when the local authority and the church-aided, foundation or academy school consider applications for places. However, if there are more applications than places available, the local authority or school will use oversubscription or admissions criteria to work out which children will receive places. The parents of any child who is refused a place can appeal and the child's name will automatically be put on a waiting list for the academic year. In addition, we will always offer a place at another school. Oversubscription criteria for the secondary schools can be found on page 23. Admissions policies for the foundation and academy secondary schools

and Christ the King College can be found on pages 28 to 47.

For the intake into Year 7 for academic year 2012-13, none of the secondary schools were oversubscribed using the published admission numbers.

School places were allocated to pupils whose parents applied by the closing date of 28 October 2011 and who had the highest priority within the published oversubscription criteria in the first instance. Any remaining places were filled by applicants whose forms were received between the closing date and the offer date of 1 March 2012. Then, any children whose parent(s) had not submitted a form were allocated a place at the nearest available school which had places. This ensured that as many children as possible were allocated places at their preferred schools.

Information on the number of applications received for the schools last year can be found on page 15.

Can I choose the school I want my child to attend?

Under the law, you cannot choose a school. Instead, you can state a preference to tell us the schools (you can select three) you would most like your child to go to. Failure to

include your priority area school may result in your child being allocated a place not of your preference and some distance from your home.

Equal preference scheme

For admissions in September 2013 local authorities have to operate an equal preference scheme.

This means that parents will be asked to state three preferences in priority order, for the schools they most want

their child to attend, and will be able to give reasons for their preferences. The oversubscription criteria will then be applied to each relevant preference. If more than one school place can potentially be offered, the single offer of a place is for the school the parents ranked the highest.



What is stating a preference?

With this booklet you will have received an application form on which you can write the names of three schools you would prefer your child to go to. This is called 'stating a preference'. Your preferences must be listed in priority order, eg, you should put the school you would most like your child to attend as your first preference. **Failure to include your priority area school may result in your child being allocated a place not of your preference or some distance from your home.**

Up until 4:30pm on 31 October 2012, you can, if you prefer, apply for a school place online. You can access the application form via the local authority's website at www.iwight.com/schooladmissions. After you have registered you will be asked to input your child's UID number, this number will be notified to you by letter.

Last year, on the Island, 100 per cent of parents obtained a place for their child at their first preferred school. Even so, problems may occur if parents do not state, as one of their preferences, the school which serves the priority area in which they live. We do not wish to discourage parents from applying for a place at the school that they most want their child to attend. However, we feel that parents must be aware of the possible consequences should it not be possible for us or the secondary schools to meet their preference. The example below gives an idea of what could happen.

Example: *Emily is thirteen years old and is due to transfer to secondary school in September 2013. She lives in the priority area of Carisbrooke College. Her parents have listed their preferred schools as Sandown (1st) Medina (2nd) and Carisbrooke (3rd). After the admissions criteria has been applied to all preferences, both Sandown Academy and Medina College are oversubscribed (more people applied for places than there are available), and because Emily does not live within the priority area for these schools she is not able*

to have a place at either school (both schools are full with children who have a higher priority for places than Emily). However, because her parents put their priority area school as a third preference, Emily will be offered a place there because she is high on the admissions criteria. Emily's parents can appeal against the decisions not to offer a place at Sandown and Medina and her name will be put on the waiting list for Sandown and a request can be made to put her name on the list at Medina as well as accepting the place at Carisbrooke. Had Emily's parents not put her priority area school down as one of their preferences, she would not have been offered a place there if the school received more preferences than the admissions number. This would mean that Emily would be offered a place at a school not of their preference and maybe some distance away from her home.

If you wish to change any of your preferred schools you can do so but, if you tell us after the closing date of 31 October 2012, this could affect your chances of obtaining a place at the school you would most like your child to attend. See page 24 for further details.

Important Note: Any parent who does not complete an application form for their child will have a place reserved for them at the nearest school to their home which has vacancies. This will be done after applications received from parents by the closing date have been considered. If, as a result of this, the child's priority area school is already oversubscribed they will not gain a place there.

It is a requirement and duty of our local authority that home educated pupils are given the same opportunity as mainstream pupils. If you wish for your child to continue to be home educated you must inform us in writing. Before you state a preference we recommend that you read our home to school transport policy – see page 16.

Online admissions

Parents of children who will transfer into secondary school in September 2013 can apply on line for a school place at www.iwight.com/schooladmissions up until 4.30pm on 31 October 2012.

Parents will:

- be given links to schools websites;
- be able to use the on-line system 24 hours a day, 7 days a week;

- receive confirmation by email that the application has been received;
- be able to change their preferences up to the closing date of 4:30pm 31 October 2012;

- receive the result of the application by email on 1 March 2013.

If you apply for a school place on-line do not return the application form enclosed with this information booklet.

Data protection

The information you supply on the application form enclosed with this booklet will be held on computer or other filing system and may be checked against other information held by the Isle of Wight Council or any other related agency. Your child's information is covered by the

Data Protection Act 1998 which gives you the right to see it if you want to. You should apply in writing to:

School Admissions, Isle of Wight Council, County Hall,
Newport, Isle of Wight PO30 1UD

The Equality Act 2010

The Equality Act 2010 replaced most of the Disability Discrimination Act (DDA). However, the Disability Equality Duty in the DDA continues to apply.

Admissions authorities such as the Isle of Wight Council and aided schools are under a duty not to discriminate against any pupils in their access to education.

Admission authorities must not discriminate:

- in the arrangements they make when considering any pupil's admission to a school;
- in the terms on which they offer to admit a disabled child

to a school;

- by deliberately omitting to accept an application for admission.

All schools have a duty of care under the Equality Act 2010 as well as the Disability Equality Duty 2006 to ensure that all aspects of admissions to schools, and the educational services they provide are inclusive and accessible at all times.

Further guidance on this is given in the Equality Act Code of Practice (www.equalityhumanrights.com)

Equality standards for local government

The Isle of Wight Council has signed up to the equality standards for local government which highlights our commitment to ensuring that all services are both inclusive

and accessible. The equality standards for local government is supported by the law.

The Race Relations Act

The Race Relations Act 1976 (as amended by the Race Relations (amendment) Act 2000), makes it unlawful for admissions authorities to discriminate against applicants

on the basis of race, colour, nationality or national or ethnic origin. Our race equality policy can be found on our website at www.iwight.com.



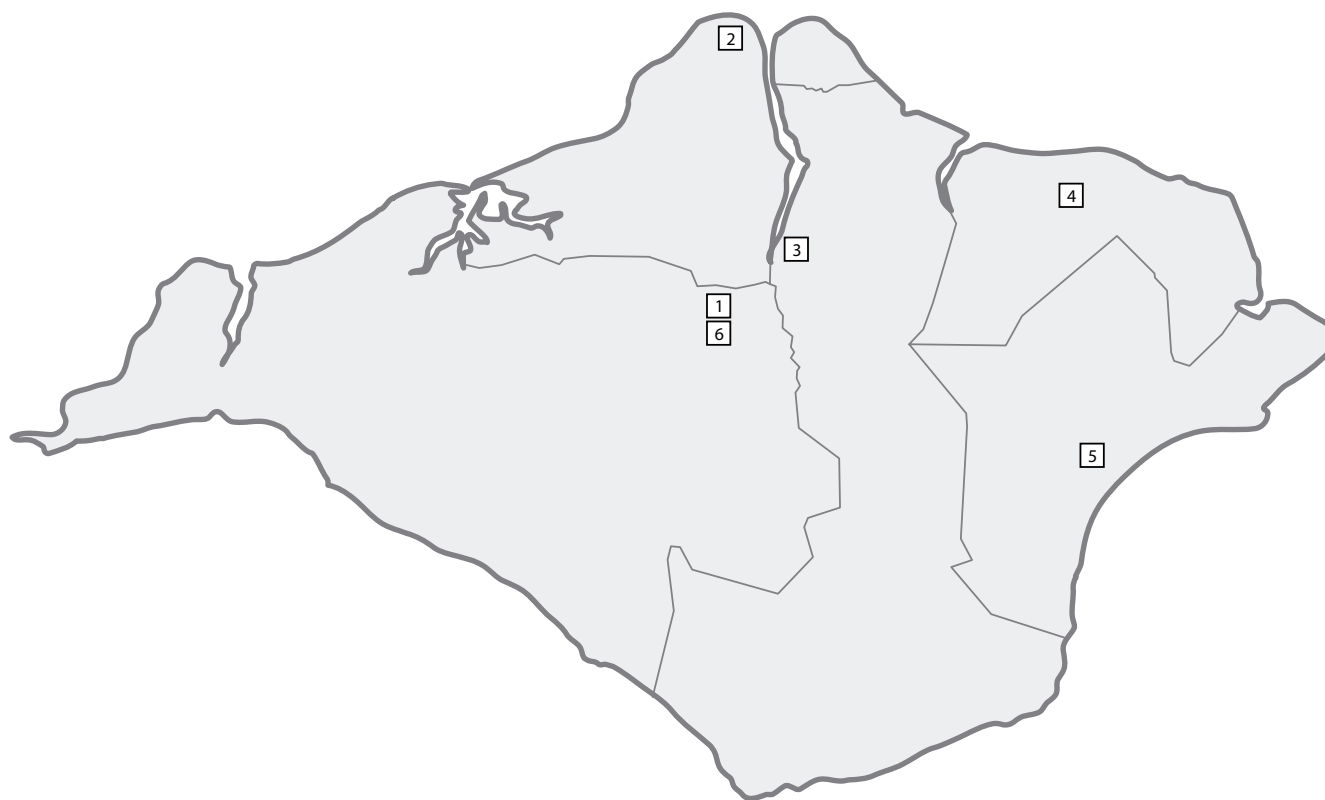
Sustainable travel to schools strategy

Staff and governors of many schools have produced school travel plans which encourage active and sustainable travel to schools and show how parents can by walking and cycling to school help improve fitness levels and reduce congestion and pollution.

When choosing a school you may wish to consider the impact your child's travel will have on the environment.

Details of school travel plans can be found at www.iwight.com/living_here/planning/Planning_Policy/Local_Transport_Plan/Sustainable_Travel_to_School/default.asp. Please note that these pages are in the process of being updated to take account of the schools reorganisation.

Location of secondary schools



- 1 Carisbrooke College
- 2 Cowes Enterprise College
- 3 Medina College
- 4 Ryde Academy
- 5 Sandown Bay Academy
- 6 Christ the King College

Island secondary schools

1 Carisbrooke College

Mountbatten Drive, Newport, PO30 5QU
Phone: 01983 524651
Email: admin@carisbrooke.iow.sch.uk
Website: www.carisbrooke.iow.sch.uk
Number of pupils in school in January 2012: 1506
Admissions number for September 2013: 226

2 Cowes Enterprise College

Crossfield Avenue, Cowes, PO31 8HB
Phone: 01983 203103
Email: mail@cowesenterprisecollege.org.uk
Website: www.cowesenterprisecollege.org.uk
Number of pupils in school in January 2012: 1084
Admissions number for September 2013: 270

3 Medina College

Fairlee Road, Newport, PO30 2DX
Phone: 01983 526523
Email: info@medina.iow.sch.uk
Website: www.medina.iow.sch.uk
Number of pupils in school in January 2012: 1611
Admissions number for September 2013: 260

4 Ryde Academy

Pell Lane, Ryde, PO33 3LN
Phone: 01983 567331
Email: contactus@rydeacademy.org
Website: www.rydeacademy.org
Number of pupils in school in January 2012: 1090
Admissions number for September 2013: 270

5 Sandown Bay Academy

The Fairway, Sandown, PO36 9JH
Phone: 01983 402142
Email: contactus@sandownbayacademy.org
Website: www.sandownbayacademy.org
Number of pupils in school in January 2012: 2084
Admissions number for September 2013: 270

6 Christ the King College

Wellington Road, Newport, PO30 5QT
Phone: 01983 537070
Email: admin@christ-the-king.iow.sch.uk
Website: www.christ-the-king.iow.sch.uk
Number of pupils in school in January 2012: 923
Admissions number for September 2013: 216

For further information on Island secondary schools visit our website at www.iwight.com/schooladmissions.

Admission to secondary schools - September 2012

Number of applications received by the deadline date of 28 October 2011 and allocated 1 March 2012

Community and controlled schools

School	Statemented, looked after, medical grounds	Priority area siblings	Other priority area children	Non-priority area siblings	Other non-priority area children	Total children offered places	Admissions number	Children refused places - first preference
Carisbrooke College	4	54	118	14	16	199	216	-
Cowes Enterprise College	5	46	138	3	15	193	270	-
Medina College	2	36	124	18	64	232	259	-
Ryde Academy	4	63	116	-	4	172	270	-
Sandown Academy	5	98	142	13	33	275	330	-
Christ the King College	6	-	-	-	-	197	200	-
Total	26	297	638	48	132	1268	1545	0

Special education for secondary school children

Many children have difficulties with learning at some point in their school life. If you think your child has a learning difficulty, you should first talk to his or her class teacher. This may result in a special programme being set up within school or, in some cases, may lead to your child being referred to one of the specialist support services. Each school has a written policy for meeting special educational needs. This policy must be in line with the Special Educational Needs Code of Practice issued by the Department for Education and should include details of the ways in which special needs are assessed and the resources that will be used to help pupils with learning difficulties.

If the school's own resources and any help given by outside agencies and support services are not enough to meet your child's needs, your child may need to be considered for a statutory assessment. This assessment will always involve you and your child's teacher, as well as one of our educational psychologists. Others with information about the pupil's difficulties (for example, special support teachers, paediatricians or social workers) will also be involved in the process.

This process may then result in a statement of special educational needs. This will describe your child's special educational needs and how they will be met. Help can be provided in different ways and may include specific resources, support from a learning support assistant or going to special facilities.

Most children with a statement of special educational needs go to mainstream secondary schools in the normal way. It is our policy to support children in those schools as far as possible.

Some secondary school children have such complicated needs that they are best met in a special school or a resource unit. These are:

St George's School

(for children aged 11 years and upwards (Year 7 to Year 14) with severe and complex learning difficulties)

Watergate Road, Newport, PO30 1XW

Headteacher: Mrs S Holman

Phone: 01983 524634

Email: office@stgeorges.iow.sch.uk

Carisbrooke College

Autistic Spectrum Resource Centre

Mountbatten Drive, Newport, PO30 5QU

Sandown Bay Academy

Autistic Spectrum Resource Centre

The Fairway, Lake, PO36 9JH

To be considered for the special school or resourced centres, a child must already have a statement of special educational needs. Children are offered a place at the special school or centres if it is named on their statement and where their needs cannot be met in their local school.

If your child is already attending a secondary school and you ask for a place in a special school or resource centre, we will consider this following an annual review of your child's progress and discussions with us.

You can get information from our special educational needs section by telephoning 01983 821000 or by email to SEN@iow.gov.uk

Home to school transport

During the summer term 2012 the Local Authority carried out its annual review of the Home to Education Transport Policy and carried out a consultation on the proposed amendments. The 2012 Policy has not been changed significantly other than to ensure that the entitlement for Primary aged pupils is in line with the new admissions policies. The policy encompasses all aspects of Home to Education transport, including:

- Primary School Pupils (4-11 year olds)
- Secondary school pupils (11-16 year olds)
- Post 16 students in Sixth Forms and Further Education (16-19 year olds)
- Children (4-16 year olds) with Special Educational Needs and Disabilities
- Transitional Arrangements
- Exceptional Circumstances.

The 2013 policy was approved through a delegated decision which was taken by the cabinet member for children and young people in August 2012.

The 2013 policy can be viewed using the following link:
www.iwight.com/schooladmissions.

Alternatively, paper copies of the policies can be obtained from the Admissions and Transport team at County Hall.

Sixth form transport

Some students aged 16 to 18 who are on full-time courses at secondary schools or the Isle of Wight College are currently entitled to help with transport. The cost of subsidised term tickets will be published in May 2013 for September 2013.

Students will qualify if they live more than three miles from the secondary school they attend or the Isle of Wight College.

Pupils whose course involves them attending more than one educational site will not be required to pay any additional costs towards their daily travel.

At the present time we do not offer any help with the cost of transport if your child attends a mainland school or college.

How do I apply for free transport?

You can get an application form from your child's proposed

secondary school, the school admissions office, County Hall, Newport or apply online at www.iwight.com/schooladmissions. After you have filled it in you should send it to us at County Hall, Newport. If your child qualifies for free transport, he or she should travel in school uniform on the first morning of term in September. They will not be charged a fare. A bus pass will then be given to your child at school during the day. You must pay a replacement fee of £10 if your child's bus pass is lost or damaged.

My application for free transport has been refused – can I appeal?

If you have applied for free transport and been refused you can appeal to the transport appeal panel. You can obtain a form from the school admissions office.

What if my child needs special transport arrangements?

If your child goes to a school for special educational or medical reasons, we may agree to provide free transport even though you may live fewer than two miles from the school. This applies in particular to St Georges School.

What about safety on buses to school?

The safety of pupils travelling to and from school is very important and we expect all pupils to behave in a responsible way. If your child does misbehave, we could withdraw their bus pass which means that you will have to make, and pay for, their transport arrangements. It is very important, therefore, that you make sure your child behaves responsibly when travelling to and from school.

How will I know how my child is doing at school?

There are a number of ways in which teachers assess your child's potential and progress. The school will regularly tell you how your child is doing. If you have any concerns, you can also contact the school and ask for a meeting. All schools have parents' evenings where you meet your child's teachers. At the end of each year you will receive a report which tells you what your child has achieved and what he/she needs to do to progress further.

- From Year 7 (age 11 and 12) to Year 9 (age 13 and 14) the report will have comments on English, mathematics,

science, information and communications technology (ICT), religious education, art, design and technology, geography, history, music, physical education, citizenship and modern foreign languages.

- From Year 10 (age 14 and 15) to Year 13 (age 18 and 19) the report will have comments on each of the subjects your child is studying.

Many schools will send you progress statements during the year as well as an annual report.

How is my child assessed at school?

To help you and your child know how their learning is progressing, and to help your child's teachers in their planning, your child's work will be regularly assessed.

By the end of Year 9 (13/14 year olds), all pupils will be given an assessment level for all subjects. These are teacher assessments based on a pupil's progress and performance throughout Key Stage 3 (Years 7, 8 and 9) and will be based on a combination of written, practical and oral work, as well as classroom work, homework and the evidence from any tasks or tests.'

Many schools hold parents' meetings to explain these assessments to parents. If your child is meeting the standard expected at this stage of the national curriculum, they should score a level 5 or higher for 14 year olds (Year 9).

From Year 11 (age 15 and 16) through to Year 13 (age 18 and 19) your child will take a range of formal GCSE, AS level, A level or vocational examinations. These examinations will be related to the subject choices they made towards the end of Year 9 and in Year 11 before they started sixth form.

Collaboration

When your child reaches Year 10 and Year 11 they will be offered a far greater choice of learning than ever before. This is because they will be encouraged to take general routes, as well as specialised routes; some of these courses may be linked with other schools, the college or other work based learning providers. Transport is organised by the school for

all learners to support this process. Work related learning will play a very important part in their programme of study because it will help them gain an insight into the world of work. At all times they will be told about how they can progress their studies and make an easy move into sixth forms, college or work based learning.

School meals

We encourage all children to have a mid-day meal at school. The vast majority of Island schools offer a choice of menu each day. All meals provided follow nationally agreed nutritional standards.

Free school meals

Your children will be entitled to free school meals if you receive:

- income support;
- 'income based' jobseeker's allowance;
- income related employment and support allowance
- support under part VI of the Immigration and Asylum Act 1999;
- child tax credit (provided you do not receive working tax credit and have an annual income, as assessed by Her Majesty's Revenue and Customs, that does not currently exceed £16,190)

- the guarantee element of state pension credit

You can request an application form from;

- your child's school;
- by phoning us on 01983 823455;
- from our website or apply on line at www.iwight.com/schooladmissions

Paid meals

If your child is not entitled to free school meals you can pay for them to have a school dinner.

In most schools there is a cash cafeteria offering a wide variety of individually-priced meals and snacks.

All schools provide facilities for children to eat a packed lunch brought from home.

School uniform

Each school has its own uniform policy. This can be found in its prospectus which will be available from the school on

request. The Isle of Wight Council does not provide uniform grants.

Education welfare service

The education welfare service (EWS) provides support to children, families and schools in securing the regular attendance of children.

The service gives advice on parenting skills, pupil welfare, (including regulations relating to child employment and performance, eg, theatre productions or modeling), truancy, and child protection.

The EWS, where necessary, acts on behalf of the LA in enforcing a parent's duty to provide appropriate education. Enforcing school attendance is the main responsibility of EWS.

If you have any problems which are affecting your child's attendance or progress at school, a welfare officer will be pleased to offer you advice and support. For more information, you can contact the EWS by telephoning 814370 and asking to speak to an officer.

School governors

A school's governing body is responsible for setting the policies of the school and for the quality of service the school provides. It is made up of representatives from the local community including parents, staff, us and, in church schools, representatives of the church community. If you are

interested in becoming a school governor, please phone the governor support section on 01983 817280 or visit our website by following the link at: www.iwight.com/council/publicServices/serviceDetail.aspx?servID=1945.

Youth and community service

The youth and community service is a statutory service, offering a wide range of social and educational opportunities to young people aged 13 to 19 (or up to 24 if they have a learning disability) in their leisure time. There are street youth work teams working across the Island. The youth and community service holds the license for running the Duke of Edinburgh's Award. The service also manages the youth pride project, for young people who identify as gay, lesbian, bisexual, transgender or are questioning. The youth and community service has recently moved to an area based model, we also have buildings which are

available at subsidised rates for community groups; please contact us to find out what is available in your area.

For more information about the youth and community service, please contact:
Youth and Community Service, 119 Lower St James Street,
Newport, Isle of Wight PO30 5HE
Tel: 01983 823490
Email: youth.service@iow.gov.uk
Website: www.iwight.com

16 to 19 Bursary

Schools, colleges and training providers have funds to help you if you're studying or starting a full-time course from September.

If you're aged between 16 and 19 years and think you might struggle with the costs for full-time education or training you may receive a bursary.

Students most in need will be eligible to receive a bursary of £1,200 a year. This group includes:

- people in care;
- care leavers;
- people claiming income support;
- disabled young people who receive Employment Support Allowance and Disability Living Allowance.

Other students facing genuine financial difficulties may be awarded a bursary at the discretion of their school, college or training provider.

Schools, colleges and training providers will be responsible for awarding bursaries to students. With the exception of the £1,200 bursaries for students most in need, they decide on the amount. They will also decide when bursaries are paid, and will set conditions that students should meet to receive a bursary, eg, linked to behaviour or attendance.

Family Information Zone (FIZ)

FIZ is the local family information service which provides a signposting and information service to families, children and young people. They hold information on all types of childcare, local and national support groups as well as leisure and sports activities.

WightChYPS is the local authority's family service directory (FSD). WightChYPS has been created as a complete directory of services for children and young people across the Isle

of Wight. The directory contains information and details of activities, services and events.

Address: FIZ, 11 Orchard Street, Newport, Isle of Wight
PO30 1JZ

Phone: 01983 821999

Email: familyinfozone@iow.gov.uk

Websites: or www.wightchyps.org.uk
or www.education.gov.uk

Charges and refunds for school activities

School governing bodies have policies on charges for their own schools. These are available at each school. In general, the education provided in Island schools is free. However, there may be charges for school visits and extra music

activities. You may also be expected to provide clothing for some activities, particularly PE, art and crafts. You will find more details in a school's policy documents.

Comments and complaints about our services

We want you to be totally satisfied with the service you receive from us. We very much hope that you will be. Whether you are or not, we would like you to tell us. This can help us improve our services for everyone as well as help you.

If you want to make comments about the service you have received you can write to us at School Admissions, Isle of Wight Council, County Hall, Newport, Isle of Wight PO30 1UD or alternatively you can telephone us on 01983 823455.

Complaints about a school

If you have a complaint about your child's school, you should talk to a member of staff or the head teacher in the first instance. All schools have complaints procedures.

Admission information and policies

Admission to Isle of Wight secondary schools for children due to transfer school in September 2013

In September 2013 five secondary schools will have foundation, trust or academy status and one will be a voluntary aided Church of England and Catholic secondary school. Although these schools will be their own admission authority the Isle of Wight Council will support the admissions processes of these schools. This section tells you about admissions to these schools – their names and addresses can be found on page 14 of this booklet.

Priority areas

The Isle of Wight is divided into geographical areas called priority areas (sometimes referred to as catchment areas). Each of these areas is served by a particular secondary school except in the case of Christ the King College. In most cases, pupils living in a priority area have priority for places at the local school over those who live outside, **as long as their parents put that school down as one of their preferences and make sure that we have received the application form by 4.30pm on 31 October 2012**. If you apply late, as a number of parents did last year, your child will not get a place at their priority area school if it is already oversubscribed from applications received on time. Further details of the individual schools priority area is provided on page 13 and on the council's web-site. If you are not sure which your priority area school is, contact us at County Hall, Newport to find out.

At what age does my child transfer to secondary school?

Your child will start secondary school (Year 7) at the beginning of the school year following their eleventh birthday (ie, they must be 11 years old by 31 August 2012).

How do I apply for a place at secondary school for September 2013?

If your child is in Year 6 in September 2012 you should:

- complete the common application form enclosed with this booklet; and
- make sure that the form and any supporting evidence is received by us (not the school) by 4.30pm on 31 October

2012 at the very latest.

Alternatively you can apply online at www.iwight.com/schooladmissions. Make sure that:

- your application and any supporting evidence is received by 4.30pm on 31 October 2012 at the very latest;
- any supporting evidence must also be received by 4.30pm on 31 October 2012 at the very latest.

Please note that we cannot accept responsibility for forms posted, or submitted online, but not received by the closing date. We advise you to return your form in good time (with the correct postage – **please note that postage is based on the size and weight of the envelope and may need to be weighed at the Post Office**) and enclose a stamped addressed envelope so we can confirm it has been received in the school admissions office.

If you are applying for a school place online you will be sent confirmation by email that your application has been received.

Can I apply on-line for a school place for my child after the closing date?

No. Once our closing date of 4.30pm on 31 October 2012 has passed all applications or change of preference, must be notified to the local authority in writing. All further applications or change of preference information will only be considered after the closing date if evidence of a genuine reason for the application/change of preference (eg, because the family has moved area) is notified to the local authority in writing.

What address is used for school admissions purposes?

The address you give on the application form must be the one on the Island where you and your child usually live, ie, in the case of admissions for September 2013 the relevant address will be where you and your child are living on 31 October 2012.



The address of children who have parents with shared responsibility will be the address of the parent who is in receipt of the child benefit.

Any attempt to seek admission to a school on the basis of an address other than the normal family home (even if the other property is owned or rented by you) will be regarded as providing false information and will be treated accordingly (see below).

We cannot offer places based on a possible future address. If you have already submitted your application and you move home, please inform school admissions in writing of your new address. If this change is received by 4.30pm on the 31 October 2012 your application will still be 'on time', if the change is received after 4.30pm on the 31 October 2012 it will be classed as 'late'.

If you are moving to the Island from the mainland, under inter-authority working you will need to apply for a place at an Island school via your current local authority. They will inform us of the application.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live within the area. The application will be considered if it is accompanied by an official letter, ie, MOD, FCO or GCHQ, that declares you will be posted to live within the area.

How many schools can I state a preference for?

You can state a preference for three secondary schools. It is important to consider naming your priority area school as one of your three preferred schools. If you do not do so, you may be offered a place at a school some distance from your home address if your three preferred schools are over subscribed and we cannot offer you a place there. You should also make sure you put the schools you would most like your child to attend in priority order.

Remember that, by law, we have to consider applications we receive by the closing date first. If you apply later, even a day later, we will not consider your application until after we have considered those we received on time, even if you live in the priority area of your preferred school.

What happens if I give false information to get a place at a school?

We thoroughly check all applications. If we discover that you have used false information (such as an incorrect address), after we have offered your child a place, we will withdraw that place.

How are places at a school allocated?

Pupils with special educational needs who have a particular school named in their statement must be admitted to the school. For further information please contact the special educational needs section on (01983) 821000 or email: SEN@iow.gov.uk. These children will be included in the admissions number of the school.

Preferences for the aided school and the foundation/trust secondary schools will be considered by the schools' governing body on the basis of the criteria listed below. After all your preferences have been considered and if more than one place can potentially be offered the single offer is for the school ranked the highest on your application form.

- 1 Children who are in the care of a local authority.
- 2 Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar, which makes a particular school the most appropriate (any application for a place at a particular school for medical reasons must be supported by independent evidence, supplied at the time of application, confirming the reasons why attendance at the school is essential and the difficulties that would be caused if the child had to attend another school).
- 3 Pupils living in the school's priority area who, at the time of application, have an elder sibling:
 - who is already at the school; and
 - who will still be in attendance at the school in September 2013.
- 4 Other pupils living within the school's priority area.
- 5 Pupils living outside the school's priority area who, at the time of application, have an elder sibling:
 - who is already at the school; and
 - who will still be in attendance at the school in September 2013.
- 6 Pupils living outside the school's priority area.

If there are more applicants than remaining places within any of the above criteria the home-to-school distance will be used as a tiebreaker with those living closer being offered places first.

Example: *If we can offer places at a school to pupils in the first five criteria, but there are not enough for all those children in criterion six, we will measure in a straight line using the local authority's Geographical Information System (GIS) from the centre of the building of the home address to the centre of the school building, with those living closer to the school receiving the higher priority.*

If the distances are equal (for example with a block of flats), lots will drawn by an independent person to determine the allocation.

If only one place at a school is available within the admissions number and there are twins in the family who have the next highest priority within the oversubscription criteria, we will offer places to both.

What happens if I return the form late?

If you return the form after the closing date, even a day later, and the school is full as a result of applications sent in on time, your child will not get a place there, even if you live in the priority area. If this happens you can appeal. Also, you can request to be placed on the waiting list of your preferred secondary school.

What happens if I want to change my preference after the closing date?

We recognise that some parents may wish to change their preferred school(s) after the closing date due to, for example, moving house. If you wish to do this you should write to the school admissions office at County Hall or email school.admissions@iow.gov.uk immediately. You cannot apply online for a change of preference after our closing date of 31 October 2012. Please remember, however, that your application will then be treated as late and children of parents who have applied for a place at a school by the published closing date will have priority for admission over those who change their preferences after the closing date. This means that, even though you may have moved into the priority area of a particular secondary school, your child may not get a place there if it is already oversubscribed. If this happens you can appeal and your child's name will be put on the waiting list.

When will I hear whether I have got the place I wanted?

We will post the letter, from our office, with the result of your application on 1 March 2013 (National offer day for England). If you applied online for a school place for your child the result will also be emailed to you on this date.

My application has been refused – can I appeal?

If we cannot offer your child a place at your preferred schools, you can appeal to an appeals panel which is totally independent of us. Within the letter you receive will be information regarding making an appeal, along with a 'notice to appeal' form. If you applied online and have requested a reply by email you will be able to download an appeal form from www.iwight.com/online/viewServices.aspx?servId=8 and the booklet which explains how to make an appeal from our website at www.iwight.com/council/publicServices/serviceDetail.aspx?servID=1380 and following the link. As well as making your appeal in writing, we recommend that you go to the appeal hearing to present your case. You can

bring a friend to support you. The decision of an appeals panel is binding on us.

In exceptional circumstances, a second appeal may take place if the admissions authority accepts a further application because of a significant and material change in the circumstances relating to either you, your child or the school but has determined that the new application should also be turned down. As part of that appeal you may provide new evidence relating to the significant and material change in circumstances which could not have been introduced at the time of the original appeal hearing.

Can I put my child's name on a waiting list?

Children refused a place(s) at their preferred foundation secondary school will automatically be placed on a waiting list for that school unless you specifically request that this must not happen. In the case of Christ the King College, you will have to request to be placed on their waiting list. Your child will be removed from the list only on obtaining a place at the preferred school or at the end of the school year. If you subsequently accept a place at an alternative school, you will be asked if you wish to remove your child from the waiting list at your preferred school. In July 2014 a form will be sent to you to complete and indicate if you wish your child's name to remain on the waiting list. If you do not return this form by 31 August 2014 your child will be removed from the waiting list.

Where your child is placed on the school's waiting list depends upon the oversubscription criteria set out on page 23. We do not give priority on a first-come first-served basis. If you apply late but live in the priority area, very close to the school, your child may go to the top of the waiting list or very near to it. Please remember that your child's position on the waiting list can change, moving up and down as others join the list or are removed from it.

Waiting lists for September 2013 admissions will be established for the first time on 18 March 2013.

What happens if I move house after I have received the offer of a school place?

If you have received a letter offering your child a place at your preferred school, and you then move house, you can keep that school place. Please remember, though, that you may be responsible for travel arrangements (including bus fares etc) to that school. If you would like to state a preference for a different school, please contact the school admissions team immediately.

Fair access protocol

The Isle of Wight Council has a fair access protocol which gives priority to admissions for certain categories of school

age children. This protocol relates to admissions throughout the year. The protocol will take priority above the school's admission policy for those on a school's waiting list and the local authority may require schools to admit above

their published admissions number. The policy can be found by following the link on www.iwight.com/council/publicServices/serviceDetail.aspx?servID=1380.

Admission to Isle of Wight secondary schools at other times

Can my child change schools?

You can ask for your child to change schools at any stage during their education. This may be because you are moving house, you wish to seek different provision for your child or, because of your child's relationship with their school, you feel that a fresh start could help their education. We believe that, before you make a final decision concerning any move, you should consider the implications and effects it might have on your child's education and/or progress.

You may also wish to enquire about the availability of places from the secondary school direct before making a final decision and returning your application form. Some schools may be full, and although they may be your preferred choice the children's services authority may only be able to offer a place on a waiting list.

How do I apply?

You can obtain an application pack from school admissions at County Hall, Newport. Alternatively, you can download an application form or apply on line using the website www.iwight.com/schooladmissions. However you should always check with the secondary school for availability in your preferred school as this data changes regularly.

It is very important that applications are completed correctly and returned with any relevant evidence, such as medical.

What happens if I am moving with my family to the Island from the mainland?

If you are moving to the Island from the mainland, under inter-authority working you will need to apply for a place at an Island school via your current local authority. They will inform us of the application.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live within the area. The application will be considered if it is accompanied by an official letter i.e. MOD, FCO or GCHQ, that declares you will be posted to live within the area.

Important note: If your child has been attending an Island school and you move to the mainland their name will be removed from the roll of that school. Should you subsequently return to the Island and wish your child to be re-admitted to the same school this will only happen if there are vacancies. If the school is full your child will be offered admission to the nearest school where places are available.

Will my child obtain a place at my preferred school?

If a vacancy exists within the admissions number of the particular year group at your preferred school, your child will receive a place there. However, we will only confirm a school place a maximum of four weeks, excluding school holidays. Should the year group at the school be full you will receive a letter confirming this and advising you that you can:

- appeal against the decision to an independent panel; and, at the same time,
- your child's name will be put on the waiting list even if you are not resident on the Island but have supplied the relevant evidence regarding your house move. The waiting list will operate until your child gains a place or until the end of the school year.

Your child will be expected to take up the place within four weeks should a vacancy occur.

Further information about the appeals process and how waiting lists operate can be found on page ??.

Admission to sixth form

As a result of school reorganisation all Island secondary schools will have a sixth form and provide post 16 education. The schools which currently have a sixth form are:

- Carisbrooke College;
- Cowes Enterprise College;
- Medina College;
- Ryde Academy;
- Sandown Academy;
- Christ the King College.

Students are required to apply for admission direct to the school they wish to attend (not the local authority).

A range of A and AS level courses are available as well as a number of vocational courses. Further information can be obtained by contacting IW Education Participation Team (Connexions) or via the 14-19 on line prospectus at www.futures4me.com/iw

Carisbrooke College admissions policy

Carisbrooke College has Foundation status and takes students of mixed aptitude and ability aged 11-19. The Governing Body is the admissions authority with responsibility for admissions and administering appeals. Parents who are considering applying are warmly invited to visit the school although this is not a requirement of the Admissions process. The Admissions Team at the school will be pleased to provide information and answer questions by letter or telephone, or to meet parents to discuss possible applications

How do I apply for a place at Carisbrooke College for September 2013?

Carisbrooke College will be part of the Isle of Wight Council's coordinated admissions scheme. For admission to all schools from September 2013, the local authority is required to operate a coordinated admissions scheme and applications for all school places must be made on the common application form provided by the authority, with the opportunity to nominate up to three schools, ranked in order of preference. Alternatively, you can complete the application form on-line at www.iwight.com/schooladmissions. Once completed the application form (including if you apply on-line) must be received by School Admissions, County Hall, Newport, Isle of Wight, PO30 1UD by 4.30pm on 31 October 2012 at the very latest.

How are places allocated?

All your preferences will be considered at the same time. If you could be offered more than one school place, you will be offered the higher ranked of the places you could be offered. The Isle of Wight is divided into geographical areas called priority areas which are served by a particular secondary school.

What happens if Carisbrooke College is oversubscribed?

If the number of applications for Carisbrooke College is less than the admissions number then all children will be offered places, no matter where they live. Please remember, however, that children of parents who apply for a place at a school by the published closing date have priority for admission over those who apply later. This means that, even though you may have moved into the priority area, your child may not get a place if the school is already oversubscribed. If this happens you can appeal and your child's name will automatically be placed on to a waiting list unless you specifically request that this must not happen. (see separate section on waiting lists).

Children for whom a statement of special educational needs has been agreed which names a particular school on the statement, are automatically admitted to the school, in compliance with the School Admissions Code. Where places required by pupils with statement of special educational needs are known before the admissions committee meets, the number of pupils with statements naming this school will be deducted from the places available to be offered.

However, if there are more applications than there are available places, we use the same criteria as the local authority to decide which children can have places.

- 1 Children who are in the care of a local authority or children who were previously in care but immediately after being in care became subject to an adoption, residence or special guardianship order¹.

¹ - An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A residence order is an



- 2 Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which makes a particular school the most appropriate (Any application for a place at a particular school for medical reasons must be supported by independent evidence supplied at the time of application confirming the reasons why attendance at the school is essential or that this school is most suitable and the difficulties that would be caused if the child had to attend another school);
- 3 Pupils living in the school's priority area who, at the time of application, have an elder sibling (brother or sister):
 - who is already at the school; and
 - who will still be in attendance at the school in September 2013
- 4 Other pupils living within the school's priority area;
- 5 Pupils living outside the school's priority area who, at the time of application, have an elder sibling (brother or sister):
 - who is already at the school; and
 - who will still be in attendance at the school in September 2013
- 6 Pupils living outside the school's priority area.

If there are more applicants than remaining places within any of the above criteria the home-to-school distance will be used as a tiebreaker with those living closer being offered places first.

Example: *If we can offer places at a school to pupils in the first five criteria, but there are not enough for all those children in criterion six, we will measure in a straight line using the local authority's geographical information system (GIS) from the centre of the building of the home address to the centre of the school building, with those living closest to the school receiving the higher priority.*

In the event of a tie between two or more children when applying home to school distance as a tie breaker and where there are not enough places available to offer all those children a place at the school, a random allocation will be carried out by the Local Authority. This will be in the form of a 'lucky dip' which will be overseen by an independent person from the Corporate Governance team. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.

Offer of a place

Firm offers will be made by the local authority on 1 March

order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2013 (National offer day for England). Those for whom no place at Carisbrooke College can be offered are advised of their right to appeal within twenty days of the date of posting of the letter.

The governors reserve their right to withdraw an offer of a place before September 2013 where it is found that this has been made on the basis of a fraudulent or intentionally misleading application from a parent which effectively denied a place to a child with a stronger claim.

Can I appeal against the decision?

If the governors are unable to offer a place at the school parents have the right of appeal to an Independent Appeal Panel. All appeals should be addressed to the Clerk to the Independent Appeals Panel, Committee Services, County Hall, Newport, Isle of Wight, PO30 1UD. Its procedures are in accordance with the Schools Standards and Framework Act 1998 and the School Admission Appeals Code (2008). Parents may attend the hearing of their appeal and make their case to the panel.

Waiting list

If your child is refused a place at Carisbrooke College they will automatically be placed on a waiting list unless you specifically request that this must not happen. This list will be held for at least one term in the academic year of admission or until the end of the school year, whichever is the latest. If you subsequently accept a place at an alternative school, you will be asked if you wish to remove your child from the waiting list for Carisbrooke College. In July a form will be sent to you to complete and indicate if you wish your child's name to remain on the waiting list. If you do not return this form by 31 August 2014 your child will be removed from the waiting list. Where your child is placed on the school's waiting list depends upon where they are ranked in accordance with the oversubscription criteria set out above. We do not give priority on a first-come first-served basis. If you apply late but live in the priority area, very close to the school, your child may go to the top of the waiting list or very near to it. Please remember that your child's position on the waiting list can change, moving up or down as others join the list or are removed from it.

How do I apply for a place at other times?

You can obtain an application pack from School Admissions at County Hall, Newport. Alternatively, you can apply on line or download an application form from the Isle of Wight Council's website www.iwight.com/schooladmissions. The Common Application form should be returned to the Admissions Office at County Hall who will then pass copies to the governors of the school for consideration. You will then be informed of the decision by the local authority.

Admission to Christ the King College in 2013-2014

Christ the King College is a joint Church of England and Catholic voluntary aided college. It is in the trusteeship of the Church of England and Catholic dioceses and maintained by the Isle of Wight Council. The college received statutory approval to become a college for students aged 11 to 19 years with effect from September 2010.

In a voluntary aided school, the governing body, the majority of whom are appointed by the church authorities, are responsible for determining and applying the admissions policy. The local authority is responsible for co-ordinating the admissions process across the Island and the college is included in the co-ordinated process.

The college is founded on a formal 'ethos statement', agreed by the Church of England Diocese of Portsmouth and the Catholic Diocese of Portsmouth. It defines the nature and purpose of the college. In particular, religious education and religious worship are in accordance with:

- i the tenets, teaching and practice of the Church of England;
- ii the tenets, teaching and practice of the Catholic Church.

Co-ordination of admissions on the Island

The local authority is responsible for coordinating the admissions process across the Island and the college is included in the co-ordinated process. Details of the coordinated scheme can be found in the Isle of Wight composite booklet on admissions 'Educating Your Child 2013-2014'. The booklet also contains the timetable for the admission process for September 2013, together with all the necessary deadlines for completion of forms.

Timetable

The timetable for the admission process for September 2013, together with all the necessary deadlines for completion of forms, is given in the Isle of Wight composite booklet on admissions 'Educating Your Child 2013-2014'.

The policy for admissions to the college

The governing body will admit 216 pupils to Year 7 in September 2013.

Should there be more applications than the 216 places available, each application will be considered equally and strictly in accordance with the college's policy irrespective of the order of preferences expressed on the authority's common application form.

The policy

The college policy includes three sets of categories (A, B and C). Criteria set out in category A have been determined in agreement with the Catholic Diocese of Portsmouth for 98 places, those in category B have been determined in agreement with the Church of England Diocese of Portsmouth for 98 places, with category C representing the 20 places available to children of families of no Christian or faith tradition.

Once all applications have been received, the first stage will be to include all applicants in both lists A and B. All applicants will be considered equally. Those in list A will be ranked in priority order according to the criteria set out for A. The same applicants will also be ranked in priority order according to the criteria set out for B. Those with no Christian or faith tradition will also be considered and ranked in priority order under category C and consequently included in all 3 lists A, B and C. The next stage will be to allocate the 216 places. The 216 places offered at the College will be made up of the 98 highest ranking applicants from list A, the 98 highest ranking applicants from list B and 20 applicants from list C. Should it be possible to offer an applicant a place under category A and category B (and if applicable category C), the highest ranking place will be offered. As applicants are allocated a place, their place will be freed up in the other list(s) allowing other applicants in that particular list to move up the list. This process continues until all 216 places have been allocated. In the case of a tie, the oversubscription criterion will be applied.

Children with a statement of special educational need.

The regulations on the admission of children with a statement of special educational need come under a different and separate code under section 324 of the Education Act 1996. Under these regulations children who have a statement of special educational need naming the college in the statement must be admitted to the college. This is not an oversubscription criterion. However, these placements count towards the published admission number. Where children can be identified with either of the categories A or B they will count towards the admission number for that category. Otherwise they will count towards the admission number for category C. Children who do not have a statement of special educational need will be considered alongside all other applications strictly in accordance with the policy set out below.

Children with a disability

Under the Disability Discrimination Acts 1995 and 2005, it is unlawful to discriminate against any child with a disability. In respect of admission to Christ the King College any application for a child with a disability will be considered alongside all other applicants strictly in accordance with the policy set out below.

Looked after and previously looked after children

Children in care are among the most vulnerable children in society and, in accordance with the Education (Admission of Looked After Children) (England) Regulations 2006, are given top priority for admission to the college.

Looked after children are those who meet the definition in section 22 of the Children's Act 1989: that is any child in local authority care or provided with accommodation by it. Not all children living away from their parents come into this category. 'Previously looked after children' are defined in the code (1.7) as children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

This is an oversubscription criterion and is the first and highest category for admission to the College as set out in the policy below. Where children can be identified with any of the criteria in categories A or B, they will be offered a place under one of those categories. Otherwise they will be offered a place under category C.

Criterion order and prioritisation for the allocation of places

A	B	C
Criterion 1 – Child who is in or previously been in local authority care		
<p>Criterion 2 – Baptised Catholic child (including catechumen).</p> <p>Criterion 3 – Children attending a Catholic primary school in the following priority order:</p> <p>3(i) Child of at least one baptised Catholic parent.</p> <p>3(ii) Sibling of child on the school roll at the time of entry.</p> <p>3(iii) Child from family of other Christian or faith tradition.</p> <p>3(iv) Child who does not fall into 3(i), 3(ii), 3(iii).</p> <p>Criterion 4 – Children attending other primary schools in the following priority order:</p> <p>4(i) Child of at least one baptised Catholic parent.</p> <p>4(ii) Sibling of child on the school roll at the time of entry.</p> <p>4(iii) Child from family of other Christian or faith tradition.</p> <p>4(iv) Child who does not fall into 4(i), 4(ii), 4(iii).</p> <p>Criterion 5 – Child who does not fall into the above criteria.</p>	<p>Criterion 2 – Children of Church of England worshipping families in the following priority order:</p> <p>2(i) At the heart of the church: Child of family attending a Church of England church weekly or more.</p> <p>2(ii) Attached to the church: Child of family attending a Church of England church at least once a month.</p> <p>2(iii) Known to the Church: child of family attending at least special services and family occasions.</p> <p>Criterion 3 – Sibling of child on the school roll at the time of entry.</p> <p>Criterion 4 – Child from family of other Christian tradition.</p> <p>Criterion 5 – Child who does not fall into the above criteria.</p>	<p>Criterion 2 – Children of families of no Christian or faith tradition.</p>

Note: In order to decide on priorities for admission, the governors will place all applicants in the appropriate criterion in priority order within each of the categories A and B and where applicable category C. All children will fall into categories A and B. Where applicable a number of children

will fall into all three categories A, B and C. Children will be offered a place if they fall within the admission number for the particular category (98 for category A, 98 for category B and 20 for category C). If the child can be offered a place under category A and B (and where applicable category C)

the child will be offered the place where they occupy the highest place for admission and removed from the remaining category/ies. This means that the priority order in the other category/ies will be adjusted accordingly for the remaining applicants.

Oversubscription criterion

In the case of a tie in categories A or B above, priority will be given to children living nearest the college measured in a straight line from the front door of their home/flat to the nearest of the two main entrance gates to the college (ie, the front entrance of the former ABK school or the front entrance of the former Trinity school).

In the case of oversubscription in category C, all places in this category will be offered on the basis of a fair, transparent random selection in line with the Admissions Code of Practice (2010) paragraph 2.33-2.35.

Explanatory notes

Catholic – A Catholic is a baptised member of a church in communion with the See of Rome.

Catechumens – A Catechumen is a person undergoing preparation for baptism into the Catholic church and has been accepted into the Order of Catechumens.

Christian tradition – Belonging to a church in membership of 'Churches Together in England'.

Parent – parent, guardian or other who has actual care of the child and whose address appears on the child benefit book or other legal agreement confirming the care of the child.

Sibling – a brother or sister including half-brother, half-sister, stepbrother or stepsister, or any child who lives in the home as part of the family.

Home – must be the address where the child usually lives. Children who have parents with shared responsibility will have the address of the parent who is in receipt of child benefit.

Places cannot be offered on the basis of a possible future move. Places can only be offered on the basis of future moves on the basis of:

- i If you are moving to the Island from the mainland, under inter-authority working you will need to apply for a place at an Island school via your current local authority. They will inform our local authority who will inform us of the application.
- ii in the case of UK service personnel and Crown servants, an official MOD, FCO or GCHQ letter declaring a relocation date to the area, as the basis for establishing distance from the school.

How to apply

Applications are welcomed from all parents who wish for their child to attend the Church of England and Catholic college. In the case of oversubscription priority will be given to applicants of the Church of England and Catholic traditions. 20 places will be available for children of no Christian or faith tradition, but whose parents wish for their child to have an education in a Christian based environment.

The local authority's common application form

For a place at the college, parents must complete the local authority's common application form.

This form requires parents to list their selection of schools in their preferred order. Parents need name the college only once on the authority's form. This form must be submitted to: School Admissions, Schools and Learning Division, Chief Executive's Department, County Hall, Newport, Isle of Wight PO30 1UD

The deadline for submitting the common application form is Wednesday 31 October 2012 at 4.30pm

The college's supplementary information form

The governing body always considers the information given on the supplementary information form, therefore parents are strongly advised to complete this second form.

This form asks for additional information to assist governors to prioritise applications against the college's admission policy in the case of over-subscription. Failure to complete and submit the supplementary information form and supporting documentation means that the governing body will only be able to consider the application on the basis of the information supplied by the authority from the common application form.

It is important that all applicants complete the supplementary information form and tick the boxes relevant to them under both A and B. Those of no Christian or faith tradition should also tick the relevant box under C.

It is important that a supplementary information form is completed even if the college is not listed as the first choice on the local authority common application form. For details of the supporting documentation required please refer to the relevant section below.

The Supplementary Information Form should be completed and submitted with the required supporting documentation to: 'Admissions 2013', Christ the King College School office on former Archbishop King School site, Wellington Road, Carisbrooke, Newport PO30 5QT

The deadline for submitting the supplementary information form is Wednesday 31 October 2012 at 4.30pm

Applying online

Alternatively, parents can apply for a college place online (www.iwight.com/schooladmissions) by completing the Isle of Wight common application form. However, parents using this method of applying for a school place should still complete the college's supplementary information form and return the form to the college. Failure to complete and submit the supplementary information form and supporting

documentation means that the governing body will only be able to consider the application on the basis of the information supplied by the authority from the common application form.

Date of notification of the outcome of the application

The local authority's admissions office team will post a letter to all parents notifying them of the result of their application on 1 March 2013 (national offer day). Alternatively if the application was made online and a response was requested by this method, the result will be emailed to the parent/s.

Supporting documentation required for submission with the college's supplementary form

Criterion	Documentation required	
A1, B1, C1	Child in or previously been in local authority care.	Letter of confirmation from the Isle of Wight LACES team.
A1, B1	Baptised Catholic child.	Baptismal certificate of child (or letter from Parish priest confirming child is catechumen).
	Member of Church of England.	Statement on the supplementary information form signed by incumbent (as for B2 category); or letter from incumbent stating child is from Church of England tradition.
	Member of other Christian tradition.	Letter from incumbent confirming membership of Christian tradition; or Baptismal certificate of that tradition; or certificate of dedication in the Christian tradition.
	Member of faith tradition.	Letter from faith leader that family belongs to the faith tradition.
A2	Baptised Catholic child (including catechumen).	Baptismal certificate of child (or letter from Parish priest confirming child is catechumen).
B2(i), B2(ii), B2(iii)	Children of Church of England worshipping families.	The statement in the supplementary information form must be signed by the incumbent.
A3(i), A4(i)	Baptised Catholic parent.	Baptismal certificate of parent.
A3(ii), A4(ii), B3	Sibling/s	The names and year groups of the siblings who will already be on roll of the college must be provided in the form above.
A3(iii), A4(iii)	Children of families of Christian (other than Catholic) and faith traditions	Letter from incumbent confirming membership of Christian tradition; or Baptismal certificate; or a letter of dedication; or a letter from faith leader confirming membership of the faith tradition.
B4	Children of Christian traditions other than Church of England:	
	Catholic	Baptismal certificate of child (or letter from parish priest confirming child is catechumen).
	Other Christian traditions	Letter from incumbent confirming membership of Christian tradition; or baptismal certificate; or a letter of dedication.

Late applications

Late applications will be considered in accordance with the Isle of Wight coordinated scheme for admissions. Details can be found in the Isle of Wight composite booklet on admissions 'Educating Your Child 2013-2014'.

Waiting lists

In the event of the College being oversubscribed, a waiting list will be maintained. It is for the parent to request, in

writing, that the child be placed on the waiting list. A child on the waiting list is not guaranteed a place at the college. The waiting list will comprise of 3 lists, A, B and C. Each child will be allocated a place on one of the lists A, B or C. In drawing up lists A, B and C, all applicants will first be ranked in priority order against the two sets of criteria under A and B (and where applicable C). Next, each child will be allocated the highest ranking place from lists A, B, and where applicable C), and deleted from the remaining list or lists. As

a vacancy occurs in any one of the lists A, B or C, the child at the top of the relevant list A, B or C will be offered the place.

Should a vacancy occur under category A and no child was on the waiting list for A, then the place would be offered to the child at the top of list B. Similarly if a vacancy should occur under category B and there was no child on the waiting list for B, the place would be offered to the child at the top of list A. Children in list C will only be offered a place if a vacancy occurs under category C or if a vacancy occurs in either category A or category B and there are no children on the waiting lists for either A or B.

It should also be noted that the position on the waiting lists may alter if new applications are received and are allocated a higher place. A place on the waiting list does not remove the right of appeal.

Admissions to the sixth form at Christ the King College

Students on the roll of the College will be entitled to a place in Year 12 of the Sixth Form.

The governing body will admit up to a further 17 students to Year 12 in September 2012.

Students will be expected to fully support the Christian ethos of the college.

Admissions will be subject to:

- i the availability of places on the various courses and in the various subjects offered by the college;
- ii the achievement of the academic requirements for the courses contained in the Sixth Form prospectus; and
- iii consultation to ascertain the suitability of the course to the needs of the student.

Right to appeal

In accordance with the Schools Standards and Framework Act 1998 (as amended by the Education Act 2002) parents, whose child is refused admission to the college, have the right of appeal. The appeal, using the appropriate form supplied with the letter of refusal, should be made within 20 days of the date of posting of the local authority's letter or receiving an email if the application was made online. An information booklet giving further details on the appeals process will also be enclosed.

Cowes Enterprise College admissions policy

Cowes Enterprise College has trust status and takes students of mixed aptitude and ability aged 11 to 19. The trust is the admissions authority with responsibility for admissions, although we work closely with the local authority who administers the coordinated admissions scheme (CAS) and deal with appeals.

Parents who are considering applying are warmly invited to visit the college although this is not a requirement of the admissions process. The admissions team at the college will be pleased to provide information and answer questions by letter or telephone, or to meet parents to discuss possible applications.

How do I apply for a place at Cowes Enterprise College for September 2013?

Cowes Enterprise College will be part of the Isle of Wight Council's coordinated admissions scheme. For admission to Cowes Enterprise College from September 2013, the local authority is required to operate a coordinated admissions scheme and applications for all school places must be made on the common application form (CAF) provided

by the authority, with the opportunity to nominate up to three schools, ranked in order of preference. Alternatively, you can complete the CAF on-line at www.iwight.com/admissions. Once completed the CAF (including if you apply online) must be received by School Admissions, County Hall, Newport, Isle of Wight, PO30 1UD by 4.30pm on 31 October 2012.

How are places allocated?

All your preferences will be considered at the same time. If you could be offered more than one school place, you will be offered the higher ranked of the places you could be offered. The Isle of Wight is divided into geographical areas called priority areas which are served by a particular secondary school.

What happens if Cowes Enterprise College is oversubscribed?

If the number of applications for Cowes Enterprise College is less than the admissions number then all children will be offered places, no matter where they live. Please remember, however, that children of parents who apply for a place at

a college by the published closing date have priority for admission over those who apply later. This means that, even though you may have moved into the priority area, your child may not get a place if the college is already oversubscribed. If this happens you can appeal and your child's name will automatically be placed on to a waiting list unless you specifically request that this must not happen.

Children for whom a statement of special educational needs has been agreed which names a particular school on the statement, are automatically admitted to the school, in compliance with the School Admissions Code. Where places required by pupils with statements of special educational needs are known before the admissions committee meets, the number of pupils with statements naming this school will be deducted from the places available to be offered.

However, if there are more applications to Cowes Enterprise College than there are available places, we use the same criteria as the local authority to decide which children can have places. The criteria in terms of priority with the highest first are as follows:

- 1 Children who are in the care of the local authority and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or a special guardianship order).
- 2 Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which makes a particular school the most appropriate (Any application for a place at a particular school for medical reasons must be supported by independent evidence supplied at the time of application confirming the reasons why attendance at the school is essential or that this school is most suitable and the difficulties that would be caused if the child had to attend another school).
- 3 Pupils living in the school's priority area who, at the time of application, have an elder sibling
 - who is already at the school; and
 - who will still be in attendance at the school in September 2013.
- 4 Other pupils living within the school's priority area.
- 5 Pupils living outside the school's priority area who, at the time of application, have an elder sibling
 - who is already at the school; and
 - who will still be in attendance at the school in September 2013.
- 6 Pupils living outside the school's priority area.

Tie-break

For criteria 6 above: proximity to the college will be used in the case of a tiebreak. For example: If we can offer places in the first five criteria, but there are not enough for all those children in criterion six, distance for the allocation

of college places will be measured in a straight line by the local authority's geographical information system (GIS) from the centre of the building of the home address to the centre of the college building) with those living closer to the college receiving the higher priority. If distances are equal (for example with a block of flats) lots will be drawn by an independent person to determine the allocation.

If only one place at a college is available within the admissions number and there are twins in the family who have the next highest priority within the oversubscription criteria, we will offer places to both.

Offer of a place

Firm offers will be made by the local authority on 1 March 2013 (National offer day for England). Those for whom no place at Cowes Enterprise College can be offered are advised of their right to appeal within twenty days of the date of posting of the letter. The trust reserve their right to withdraw an offer of a place before September 2013 where it is found that this has been made on the basis of a fraudulent or intentionally misleading application from a parent which effectively denied a place to a child with a stronger claim.

Can I appeal against the decision?

If the trust are unable to offer a place at the college, parents have the right of appeal to an independent appeal panel. They have at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. All appeals should be addressed to the Clerk to the Independent Appeals Panel, Committee Services, County Hall, Newport, Isle of Wight, PO30 1UD. Its procedures are in accordance with the Schools Standards and Framework Act 1998 and the School Admission Appeals Code (2012). Parents may attend the hearing of their appeal and make their case to the panel.

Waiting list

If your child is refused a place at Cowes Enterprise College they will automatically be placed on a waiting list unless you specifically request that this must not happen. This list will be held for at least one term in the academic year of admission or until the end of the college year, whichever is the latest. If you subsequently accept a place at an alternative school, you will be asked if you wish to remove your child from the waiting list for Cowes Enterprise College. In July a form will be sent to you to complete and indicate if you wish your child's name to remain on the waiting list. If you do not return this form by 31 August 2013 your child will be removed from the waiting list. Where your child is placed on the college's waiting list depends upon where they are ranked in accordance with the oversubscription criteria set out above. We do not give priority on a first-come, first-served basis. If you apply late but live in the priority area,

very close to the college, your child may go to the top of the waiting list or very near to it. Please remember that your child's position on the waiting list can change, moving up or down as others join the list or are removed from it.

How do I apply for a place at other times?

You can obtain an application pack from school admissions at County Hall, Newport. Alternatively, you can apply on line or download an application form from the Isle of Wight Council's website www.iwight.com/schooladmissions.

The common application form should be returned to the admissions office at County Hall who will then pass copies to the trust of the school for consideration. You will then be informed of the decision by the local authority.

Annex

Priority areas

The Isle of Wight is divided into geographical areas called priority areas (sometimes referred to as catchment areas). Each of these areas is served by a particular secondary school. In most cases, pupils living in a priority area have priority for places at the local school over those who live outside, as long as their parents put that school down as one of their preferences **and** make sure that we have received the application form by 4.30pm on 26 October 2012. If you apply late, as some parents did last year, your child is not likely to obtain a place at their priority area school if it is already oversubscribed from applications received on time.

Further details of the colleges priority area will be provided in the 'Educating your child' booklet on the council's website at www.iwight.com/schooladmissions

What address is used for school admissions purposes?

The address you give on the application form must be the one on the Island where you and your child usually live, ie, in the case of admissions for September 2013 the relevant address will be where you and your child are living on 31 October 2012. The address of children who have parents with shared responsibility should be agreed by the parents. If no agreement can be reached then the address of the parent who is in receipt of the child benefit will be used by the Isle of Wight Council to establish the address of the child for school admission purposes.

NB: any attempt to seek admission to a school on the basis of an address other than the normal family home (even if the other property is owned or rented by you) will be

regarded as providing false information and will be treated accordingly. We cannot offer places based on a possible future address except in the limited circumstances set out below.

For children of serving UK service personnel and other Crown servants, an official MOD, FCO or GCHQ letter declaring a relocation date and intended address to the area will be accepted as proof that the child will be living on the Island. If a letter declaring a relocation date and intended address is not available then the local authority will accept a unit postal address, or if appropriate a 'quartering area' address for applications from serving service personnel.

Common application form (CAF)

The form which all parents must complete when applying for school places.

Coordinated admission scheme (CAS)

Ensures that every child living on the Isle of Wight who is due to transfer school received the offer of a place on 1 March 2013. The scheme gives clear communications on school admissions between the Isle of Wight Council, the foundation/trust, academy and aided schools.

Distance

Distance for the allocation of school places will be measured in a straight line by the local authority's geographical information system (GIS), from the centre of the building of the home address to the centre of the school building with those living closer to the school receiving the higher priority. If distances are equal (for example with a block of flats) lots will be drawn by an independent person to determine the allocation.

Parents

A parent is any person who has parental responsibility for a child which is defined in the Children Act 1989 as all the rights, duties, powers, responsibilities and authority, which by law a parent of a child has in relation to the child and his property. Where responsibility for a child is 'shared', the person receiving child benefit is deemed to be the parent responsible for completing the application form, and whose address will be used for admissions purposes.

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

Medina College admissions policy

Medina College has foundation status and takes students of mixed aptitude and ability aged 11 to 19. The governing body is the admissions authority with responsibility for admissions and administering appeals.

Parents who are considering applying are warmly invited to visit the school although this is not a requirement of the admissions process. The admissions team at the school will be pleased to provide information and answer questions by letter or telephone, or to meet parents to discuss possible applications

How do I apply for a place at Medina College for September 2013?

Medina College will be part of the Isle of Wight Council's coordinated admissions scheme. For admission to all schools from September 2013, the local authority is required to operate a coordinated admissions scheme, and applications for all school places must be made on the common application form provided by the authority, with the opportunity to nominate up to three schools, ranked in order of preference. Alternatively, you can complete the application form on-line at www.iwight.com/schooladmissions. Once completed the application form (including if you apply on-line) must be received by School Admissions, County Hall, Newport, Isle of Wight, PO30 1UD by 4.30pm on 31 October 2012 at the very latest.

How are places allocated?

All your preferences will be considered at the same time. If you could be offered more than one school place, you will be offered the higher ranked of the places you could be offered. The Isle of Wight is divided into geographical areas called priority areas which are served by a particular secondary school.

What happens if Medina College is oversubscribed?

If the number of applications for Medina College is less than the admissions number then all children will be offered places, no matter where they live. Please remember, however, that children of parents who apply for a place at a school by the published closing date have priority for admission over those who apply later. This means that, even though you may have moved into the priority area, your child may not get a place if the school is already oversubscribed. If this happens you can appeal and your child's name will automatically be placed on to a waiting list

unless you specifically request that this must not happen. (see separate section on waiting lists).

Children for whom a statement of special educational needs has been agreed which names a particular school on the statement, are automatically admitted to the school, in compliance with the School Admissions Code. Where places required by pupils with statements of special educational needs are known before the admissions committee meets, the number of pupils with statements naming this school will be deducted from the places available to be offered.

However, if there are more applications than there are available places, we use the same criteria as the local authority to decide which children can have places.

- 1 Children who are in the care of a local authority or children who were:
 - previously in care but immediately after being in care became subject to an adoption, residence or special guardianship order;
 - subject to an adoption, residence or special guardianship order².
- 2 Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which makes a particular school the most appropriate (Any application for a place at a particular school for medical reasons must be supported by independent evidence supplied at the time of application confirming the reasons why attendance at the school is essential or that this school is most suitable and the difficulties that would be caused if the child had to attend another school).
- 3 Pupils living in the school's priority area who, at the time of application, have an elder sibling (brother or sister):
 - who is already at the school; and
 - who will still be in attendance at the school in September 2013.
- 4 Other pupils living within the school's priority area.

2 - An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- 5 Pupils living outside the school's priority area who, at the time of application, have an elder sibling (brother or sister):
 - who is already at the school; and
 - who will still be in attendance at the school in September 2013.
- 6 Pupils living outside the school's priority area.

If there are more applicants than remaining places within any of the above criteria the home-to-school distance will be used as a tiebreaker with those living closer being offered places first.

Example: *If we can offer places at a school to pupils in the first five criteria, but there are not enough for all those children in criterion six, we will measure in a straight line using the local authority's geographical information system (GIS) from the centre of the building of the home address to the centre of the school building, with those living closest to the school receiving the higher priority. In the event of a tie between two or more children when applying home to school distance as a tie breaker and where there are not enough places available to offer all those children a place at the school, a random allocation will be carried out by the local authority. This will be in the form of a 'lucky dip' which will be overseen by an independent person from the corporate governance team. Where twins or children from multiple births are part of a random allocation process they will be considered as one applicant.*

Offer of a place

Firm offers will be made by the local authority on 1 March 2013 (National offer day for England). Those for whom no place at Medina College can be offered are advised of their right to appeal within twenty days of the date of posting of the letter.

The governors reserve their right to withdraw an offer of a place before September 2013 where it is found that this has been made on the basis of a fraudulent or intentionally misleading application from a parent which effectively denied a place to a child with a stronger claim.

Can I appeal against the decision?

If the governors are unable to offer a place at the school parents have the right of appeal to an independent appeal panel. All appeals should be addressed to the Clerk to the Independent Appeals Panel, Committee Services, County Hall, Newport, Isle of Wight, PO30 1UD. Its procedures are in accordance with the Schools Standards and Framework Act 1998 and the School Admission Appeals Code (2008). Parents may attend the hearing of their appeal and make their case to the panel.

Waiting list

If your child is refused a place at Medina College they will automatically be placed on a waiting list unless you specifically request that this must not happen. This list will be held for at least one term in the academic year of admission or until the end of the school year, whichever is the latest. If you subsequently accept a place at an alternative school, you will be asked if you wish to remove your child from the waiting list for Medina College. In July a form will be sent to you to complete and indicate if you wish your child's name to remain on the waiting list. If you do not return this form by 31 August 2014 your child will be removed from the waiting list. Where your child is placed on the school's waiting list depends upon where they are ranked in accordance with the oversubscription criteria set out above. We do not give priority on a first-come first-served basis. If you apply late but live in the priority area, very close to the school, your child may go to the top of the waiting list or very near to it. Please remember that your child's position on the waiting list can change, moving up or down as others join the list or are removed from it.

How do I apply for a place at other times?

You can obtain an application pack from School Admissions at County Hall, Newport. Alternatively, you can apply on line or download an application form from the Isle of Wight Council's website www.iwight.com/schooladmissions.

The Common Application form should be returned to the admissions office at County Hall who will then pass copies to the governors of the school for consideration. You will then be informed of the decision by the local authority.

The admission of pupils to Ryde Academy

General

- 1 This annex may be amended in writing at any time by agreement between the Secretary of State and the Academies Enterprise Trust (the company).
- 2 The company will act in accordance with, and will ensure that the independent appeal panel is trained to act in accordance with all relevant provisions of the Schools Admissions Code and the School Admission Appeals Code, published by the Department of 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 law to 'admission authorities' shall be deemed to be references to the board of directors of the company.
- 3 Notwithstanding the generality of paragraph 2 of this annex 1, the company will take part in the admissions forum set up by the Isle of Wight local authority (LA), and have regard to its advice; and will participate in the coordinated admission arrangements operated by the LA and the local in-year fair access protocol.
- 4 Notwithstanding any provision in this agreement, the Secretary of State may:
 - a) direct the company to admit a named pupil to the Ryde Academy (the academy) on application from a local authority. Before doing so the Secretary of State will consult the company.
 - b) direct the company to admit a named pupil to the academy if the company has failed to act in accordance with this annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the codes.
- 5 The company shall ensure that parents and 'relevant children' will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the company. The independent appeal panel will be independent of the company. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to foundation and voluntary aided schools. The determination of the appeal panel is binding on all parties.

- 6 The company shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The company may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.
- 7 In paragraphs 5 and 6 above, 'relevant children' means:
 - a) in the case of appeals for entry to a sixth form, the child; and
 - b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

Relevant area

- 8 Subject to paragraph 9, 'relevant area for consultation' means the 'relevant area' determined by the local authority for maintained schools in the area (in accordance with the meaning of 'relevant Area' within the School Admissions Code).
- 9 If the academy does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August for a determination, setting out the reasons for this view.
- 10 The Secretary of State will consider the academy's application and will by 30 September either:
 - a) determine the area for consultation; or
 - b) determine that the meaning within paragraph 8 should apply.
- 11 The Secretary of State may consult the local authority before making such a determination.
- 12 Within 14 days of the Secretary of State's determination, the academy will notify the consultees listed in paragraph 14 of the determination.
- 13 In the event of a paragraph 10a determination, a map of the relevant area (or a list of post codes) will be attached as an appendix to this annex B.

Annual procedures for determining admission arrangements

Consultation

- 14** The company shall consult the following parties on the academy's proposed admission arrangements for a minimum of eight weeks between 1 November and 1 March in the 'determination year'³:
- a) The LA.
 - b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation.
 - c) Any other governing body for primary and secondary schools (as far as not falling within paragraph C) located within the relevant area for consultation.
 - d) Affected admission authorities in neighbouring local authority areas.
 - e) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the academy.
 - f) Community groups which the academy considers relevant
 - g) Teaching unions if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the codes and relevant admissions legislation, which at the date of this agreement is section 89 of the School Standards and Framework Act 1998 as amended, and regulations under that section.

- 15** From 2012-13, and for subsequent years, consultation in line with paragraph 14 is not required in any year where the following conditions are met:
- a) the admission arrangements were consulted upon in one or both of the previous two years; and
 - b) there have been no changes, or proposed changes, since the last consultation.
- 16** As soon as any changes are made to arrangements, or proposed, the consultation cycle in paragraph 14 must be followed for the next determination year⁴.

3 - A 'determination year' is the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for, eg, consultation to end in March 2011 and determination to be in April 2011 for admissions in September 2012

4 - Academy financial year which the admissions arrangements will be for, eg, consultation to end in March 2011 and determination to be in April 2011 for admissions in September 2012

Determination of admission arrangements

- 17** The company will consider comments made by those consulted in accordance with paragraph 14, including any requests to amend the proposed admission number, before determining the admission arrangements for the Academy.
- 18** The company will determine the academy's admission arrangements annually by 15 April of the determination year and notify consultees listed in paragraph 14 what has been determined within 14 days of that decision being made.

Representations about admission arrangements

- 19** Where the company has determined the academy's admission arrangements and notified all consultees listed in paragraph 14, if any of those persons or bodies object to the academy's admission arrangements, including the proposed admission number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the determination year.

Secretary of State's consent for changes to admission arrangements

- 20** Where the admission arrangements determined in a determination year in accordance with paragraph 18 are different from the admission arrangements currently in existence for the academy, the company shall, by 30 June in the determination year, apply to the Secretary of State for him to consent to such amended admission arrangements.

Secretary of State's power to accept, modify or reject admission arrangements

- 21** Where the Secretary of State has received any representations made in accordance with paragraph 19, the Secretary of State must consult the company on such representations. Following such consultation, by 31 July in the determination year the Secretary of State may direct that the company amends the proposed admission arrangements for the academy. The company shall comply with any such direction.
- 22** Where the Secretary of State has received an application made in accordance with paragraph 20 seeking his consent to any amended admission arrangements, the Secretary of State must by 31 July in the determination year either approve the amended admission arrangements or direct that the amended admission arrangements are not implemented or must be modified. The company must comply with any such direction.

Publication of admission arrangements

- 23** The company shall each determination year publish the academy's agreed admission arrangements by:
- a) copies being sent to the persons consulted in paragraph 14;
 - b) copies being sent to primary and secondary schools in the LA's area;
 - c) copies being sent to the offices of the LA;
 - d) copies being made available without charge on request from the academy;
 - e) copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons;
 - f) a copy being uploaded to the academy's website (if it has one).
- 24** The published admission arrangements will set out:
- a) The name and address of the academy and contact details;
 - b) a summary of the admission policy, including full oversubscription criteria and any arrangements for post-16 admission;
 - c) a statement of any religious affiliation if relevant;
 - d) numbers of places and applications for those places in the previous year; and
 - e) arrangements for hearing appeals.

Proposed changes to admission arrangements by the academy after arrangements have been published

- 25** Subject to paragraph 26, once the academy's admission arrangements have been determined for a particular year and published, the company will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:
- a) The company has consulted those who are required to be consulted under paragraph 14 above on the proposed variation.
 - b) Following such consultation, the Company has applied to the Secretary of State to approve the change setting out:
 - i) the proposed change;
 - ii) reasons for wishing to make such a change;
 - iii) any comments or objections to the proposal from those consulted; and
 - c) Following such application, the Secretary of State has provided his consent to the proposed variation.
- 26** The company shall, following the prior written agreement or direction of the Secretary of State, vary the academy's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the codes as they apply

to maintained schools. Such changes may be made at any time.

- 27** Any changes to the academy's admission arrangements brought about through the variation processes in paragraphs 25 or 26 above must be published within the academy's prospectus and on its website (if it has one) and be communicated within seven days to those persons who must be consulted under paragraph 14.
- 28** The company must make arrangements for a parent of a child who has attained the age of two, but is not above compulsory school age and who has been, or will be eligible to apply to be admitted to the academy, to make representations to the Secretary of State that any aspect of the academy's admission arrangements does not comply with the relevant provisions of admissions law or the codes as they apply to maintained schools.
- 29** Where a representation is made in accordance with paragraph 28, the Secretary of State may, after consulting the company, direct that the company modify its arrangements for the admission of pupils to the academy so that they comply with the relevant provisions of admissions law and the codes as they apply to maintained schools. The company must comply with any such direction.
- 30** Records of applications and admission to the academy shall be kept by the company for a minimum period of ten years and shall be open for inspection by the Secretary of State.

Procedure for admitting pupils to the academy

Admission number(s)

- 31** The company has the following agreed admission number for the academy:
- a) For the year 2011/12 210 pupils in Year 7.
 - b) For the year 2012/13 210 pupils in Year 7.
 - c) For the year 2013/14 and subject to any changes approved or required by the Secretary of State, for subsequent years 270 for pupils in Year 7.
 - d) The academy has capacity for 250 pupils in the sixth form, with 125 places in year 12. It will not admit external applicants unless it is undersubscribed by pupils progressing from its own year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the academy.
 - e) The academy will accordingly admit up to the admission number in the relevant age group each year if sufficient applications are received.

32 In any specific year, the company may set a higher admission number than the academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the company will consult those listed at paragraph 14. Pupils will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

33 If the academy admits a total of 26 pupils in excess of its admission number in any three year period, it will determine a higher admission number, after consulting those bodies listed at paragraph 14.

Process of application

34 Arrangements for applications for places at the academy will be made in accordance with the LA's coordinated admission arrangements and will be made on the common application form provided and administered by the relevant local authority.

35 The company will use the LA's timetable for applications to the academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the coordination of admission arrangements within the LA as agreed by the LA, local schools and academies.

- a) By September – the company will publish in the academy's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (eg, in September 2010 for admission in September 2011). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The company will also provide information in relation to the academy to the LA for inclusion in the composite prospectus, as required.
- b) September/October – the company will provide opportunities for parents to visit the academy.
- c) October – common application form to be completed and returned to the pupil's home local authority to administer.
- d) LA sends academy applications to the company.
- e) The company sends list of pupils to be offered places at the academy to the LA.
- f) February – LA applies agreed scheme for own schools, informing other local authorities of offers to be made to their residents.
- g) 1 March – offers made to parents.

36 From 2011-12 there will be a national closing date for applications as follows:

- a) 31 October for secondary applications; and
- b) 15 January for primary applications.
- c) The Academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of applications

37 The company will consider all applications for places at the academy. Where fewer than the published admission number(s) for the relevant year groups are received, the company will offer places at the academy to all those who have applied.

Procedures where the Ryde Academy is oversubscribed

38 Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of special educational needs where the academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- 1 Children who are in the care of a local authority or children who were previously in care but immediately after being in care became subject to an adoption, residence, or special guardianship order⁵.
- 2 Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which makes a particular school the most appropriate. (Any application for a place at a particular academy for medical reasons must be supported by independent evidence supplied at the time of application confirming the reasons why attendance at the academy is essential or that this academy is most suitable and the difficulties that would be caused if the child had to attend another academy).
- 3 Pupils living in the academy's priority area who, at the time of application, have an elder sibling (brother or sister):
 - who is already at the academy; and
 - who will still be in attendance at the academy in September 2013.
- 4 Other pupils living within the academy's priority area.
- 5 Pupils living outside the academy's priority area who, at the time of application, have an elder sibling (brother or sister):
 - who is already at the academy; and
 - who will still be in attendance at the academy in September 2013
- 6 Pupils living outside the academy's priority area.

If there are more applicants than remaining places within any of the above criteria the home-to-school distance

will be used as a tiebreaker with those living closer being offered places first.

Post-16 admission criteria

- 39** The company will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form. These academic entry requirements will be the subject of consultation with those listed in paragraph 14 and published in the academy's prospectus and in the LA composite admissions prospectus. When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted. When there are more external applicants that satisfy any academic entry requirements than the number of post-16 places available and after the admission of pupils with statements of special educational needs where the academy is named on the statement, the criteria will be applied in the order in which they are set out below:
- Children in public care.
 - Admission of pupils whose siblings currently live at the same address and attend the academy and who will continue to do so on the date of admission. The term 'sibling' means a full, step, half, adopted or fostered brother or sister, but not cousins. The academy reserves the right to ask for proof of your relationship.
 - Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.
 - Children who live the nearest distance from the academy using straight line measurement⁶ from the centre of the Academy to the centre of the building of the child's permanent home. The child's permanent address is where he or she normally lives and sleeps and from where they go to school. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the academy, the offer of a place will be withdrawn and the application cancelled. If distances are equal lots will be drawn by an independent person to determine the allocation. If only one place at a

school is available within the admissions number and there are twins in the family who have the next highest priority within the oversubscription criteria, we will offer places to both.

- 40** There will be a right of appeal to an independent appeals panel for internal pupils refused transfer and external applicants refused admission.

Operation of waiting lists

- 41** Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the academy will operate a waiting list for each year group. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the final term of the school year. This will be maintained by the company 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.
- 42** Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 38, or for post-16 paragraph 39 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the authority

- 43** From 2011-2012 local authorities will coordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect academies' right to determine which applicants have priority for admission.
- 44** Subject to any provisions in the LA's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the company 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 paragraph 38 or for post-16 places, paragraph 39 shall apply. Parents whose application is turned down shall be entitled to appeal.

Arrangements for admission of pupils as the academy builds to its full capacity

- 45** The academy will open on 1 September 2011 with a published admission number relating to pupils in Year 7 and, where relevant, Year 12.

⁶ - Straight line distance and centre of buildings determined by the local authority GPS system.

46 The local authority is changing from a three-tier to two-tier structure on 1 September 2011. Displaced pupils will automatically transfer to the academy from Swanmore, Bishop Lovett and Mayfield Middle Schools and Ryde High School, which closed on 31 August 2011.

47 Admission to year groups without a published admission number will be based upon the size of teaching groups already existing in the academy and the efficient use of resources.

48 There will be a right of appeal to an independent appeal panel for unsuccessful applicants.

The admission of pupils to the Sandown Bay Academy

General

- 1** This annex may be amended in writing at any time by agreement between the Secretary of State and the Academies Enterprise Trust (the company).
- 2** The company will act in accordance with, and will ensure that the independent appeal panel is trained to act in accordance with, all relevant provisions of the Schools Admissions Code and the School Admission Appeals Code published by the Department of 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 law to 'admission authorities' shall be deemed to be references to the board of directors of the company.
- 3** Notwithstanding the generality of paragraph 2 of this annex 1, the company will take part in the admissions forum set up by the Isle of Wight local authority (LA) and have regard to its advice; and will participate in the coordinated admission arrangements operated by the LA and the local in-year fair access protocol.
- 4** Notwithstanding any provision in this agreement, the Secretary of State may:
 - a) direct the company to admit a named pupil to the Sandown Bay Academy (the academy) on application from a local authority. Before doing so the Secretary of State will consult the company.
 - b) direct the company to admit a named pupil to the academy if the company has failed to act in accordance with this annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the codes.
- 5** The company shall ensure that parents and 'relevant children' will have the right of appeal to an independent

appeal panel if they are dissatisfied with an admission decision of the company. The independent appeal panel will be independent of the company. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to foundation and voluntary aided schools. The determination of the appeal panel is binding on all parties.

- 6** The company shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The company may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.
- 7** In paragraphs 5 and 6 above, 'relevant children' means:
 - a) in the case of appeals for entry to a sixth form, the child; and
 - b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

Relevant area

- 8** Subject to paragraph 9, 'relevant area for consultation' means the 'relevant area' determined by the local authority for maintained schools in the area (in accordance with the meaning of 'relevant area' within the School Admissions Code).
- 9** If the academy does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August for a determination, setting out the reasons for this view.

- 10** The Secretary of State will consider the Academy's application and will by 30th September either:
- determine the area for consultation; or
 - determine that the meaning within paragraph 8 should apply.
- 11** The Secretary of State may consult the local authority before making such a determination.
- 12** Within 14 days of the Secretary of State's determination, the academy will notify the consultees listed in paragraph 14 of the determination.
- 13** In the event of a paragraph 10a determination, a map of the relevant area (or a list of post codes) will be attached as an appendix to this annex B.

Annual procedures for determining admission arrangements

Consultation

- 14** The company shall consult the following parties on the academy's proposed admission arrangements for a minimum of eight weeks between 1 November and 1 March in the 'Determination Year':
- The LA.
 - Any other admission authorities for primary and secondary schools located within the relevant area for consultation.
 - Any other governing body for primary and secondary schools (as far as not falling within paragraph C) located within the relevant area for consultation.
 - Affected admission authorities in neighbouring local authority areas.
 - Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the academy.
 - Community groups which the academy considers relevant.
 - Teaching unions if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the codes and relevant admissions legislation, which at the date of this agreement is section 89 of the School Standards and Framework Act 1998 as amended, and regulations under that section.

7 - A 'determination year' is the academy financial year beginning two years before the academy financial year which the admissions arrangements will be for, eg, consultation to end in March 2011 and determination to be in April 2011 for admissions in September 2012.

- 15** From 2012-13, and for subsequent years, consultation in line with paragraph 14 is not required in any year where the following conditions are met:
- the admission arrangements were consulted upon in one or both of the previous two years; and
 - there have been no changes, or proposed changes, since the last consultation.
- 16** As soon as any changes are made to arrangements, or proposed, the consultation cycle in paragraph 14 must be followed for the next determination year⁸.

Determination of admission arrangements

- 17** The company will consider comments made by those consulted in accordance with paragraph 14, including any requests to amend the proposed admission number, before determining the admission arrangements for the academy.
- 18** The company will determine the academy's admission arrangements annually by 15 April of the determination year and notify consultees listed in paragraph 14 what has been determined within 14 days of that decision being made.

Representations about admission arrangements

- 19** Where the company has determined the academy's admission arrangements and notified all consultees listed in paragraph 14, if any of those persons or bodies object to the academy's admission arrangements, including the proposed admission number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the determination year.

Secretary of State's consent for changes to admission arrangements

- 20** Where the admission arrangements determined in a determination year in accordance with paragraph 18 are different from the admission arrangements currently in existence for the academy, the company shall by 30 June in the determination year apply to the Secretary of State for him to consent to such amended admission arrangements.

Secretary of State's power to accept, modify or reject admission arrangements

- 21** Where the Secretary of State has received any representations made in accordance with paragraph 19, the Secretary of State must consult the company on

8 - Academy financial year which the admissions arrangements will be for, eg, consultation to end in March 2011 and determination to be in April 2011 for admissions in September 2012

such representations. Following such consultation, by 31 July in the determination year the Secretary of State may direct that the company amends the proposed admission arrangements for the academy. The company shall comply with any such direction.

- 22** Where the Secretary of State has received an application made in accordance with paragraph 20 seeking his consent to any amended admission arrangements, the Secretary of State must by 31 July in the determination year either approve the amended admission arrangements or direct that the amended admission arrangements are not implemented or must be modified. The company must comply with any such direction.

Publication of admission arrangements

- 23** The company shall each determination year publish the academy's agreed admission arrangements by:
- a) copies being sent to the persons consulted in paragraph 14;
 - b) copies being sent to primary and secondary schools in the LA's area;
 - c) copies being sent to the offices of the LA;
 - d) copies being made available without charge on request from the academy;
 - e) copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons;
 - f) a copy being uploaded to the academy's website (if it has one).
- 24** The published admission arrangements will set out:
- a) the name and address of the academy and contact details;
 - b) a summary of the admission policy, including full oversubscription criteria and any arrangements for post-16 admission;
 - c) a statement of any religious affiliation if relevant;
 - d) numbers of places and applications for those places in the previous year; and
 - e) arrangements for hearing appeals.

Proposed changes to admission arrangements by the academy after arrangements have been published

- 25** Subject to Paragraph 26, once the academy's admission arrangements have been determined for a particular year and published, the company will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:
- a) The company has consulted those who are required to be consulted under paragraph 14 above on the proposed variation.

- b) Following such consultation, the company has applied to the Secretary of State to approve the change setting out:
 - i the proposed change;
 - ii reasons for wishing to make such a change;
 - iii any comments or objections to the proposal from those consulted; and
- c) Following such application; the Secretary of State has provided his consent to the proposed variation.

- 26** The company shall, following the prior written agreement or direction of the Secretary of State, vary the academy's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the codes as they apply to maintained schools. Such changes may be made at any time.

- 27** Any changes to the academy's admission arrangements brought about through the variation processes in paragraphs 25 or 26 above must be published within the academy's prospectus and on its website (if it has one) and be communicated within seven days to those persons who must be consulted under paragraph 14.

- 28** The company must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, or will be eligible to apply to be admitted to the academy to make representations to the Secretary of State that any aspect of the academy's admission arrangements does not comply with the relevant provisions of admissions law or the codes as they apply to maintained schools.

- 29** Where a representation is made in accordance with paragraph 28, the Secretary of State may, after consulting the company, direct that the company modify its arrangements for the admission of pupils to the academy so that they comply with the relevant provisions of admissions law and the codes as they apply to maintained schools. The Company must comply with any such direction.

- 30** Records of applications and admission to the academy shall be kept by the company for a minimum period of ten years and shall be open for inspection by the Secretary of State.

Procedure for admitting pupils to the academy

Admission number(s)

- 31** The company has the following agreed admission number for the academy:
- a) For the year 2011/12 330 pupils in Year 7.



- b) For the year 2012/13 330 pupils in Year 7.
- c) For the year 2013/14 and subject to any changes approved or required by the Secretary of State, for subsequent years 270 for pupils in Year 7.
- d) The Academy has capacity for 300 pupils in the sixth form, with 150 places in year 12. It will not admit external applicants unless it is undersubscribed by pupils progressing from its own year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the academy.
- e) The academy will accordingly admit up to the admission number in the relevant age group each year if sufficient applications are received.

32 In any specific year, the company may set a higher admission number than the academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the company will consult those listed at paragraph 14. Pupils will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

33 If the academy admits a total of 26 pupils in excess of its admission number in any three year period it will determine a higher admission number, after consulting those bodies listed at paragraph 14.

Process of application

34 Arrangements for applications for places at the academy will be made in accordance with the LA's coordinated admission arrangements and will be made on the common application form provided and administered by the relevant local authority.

35 The company will use the LA's timetable for applications to the Academy 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 the LA as agreed by the LA, local schools and academies.

- a) By September – the company will publish in the academy's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (eg, in September 2010 for admission in September 2011). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The company will also provide information in relation to the academy to the LA for inclusion in the composite prospectus, as required.

- b) September/October – the company will provide opportunities for parents to visit the academy.
- c) October – common application form to be completed and returned to the pupil's home local authority to administer.
- d) LA sends academy applications to the company.
- e) The company sends list of pupils to be offered places at the academy to the LA.
- f) February – LA applies agreed scheme for own schools, informing other local authorities of offers to be made to their residents.
- g) 1 March – offers made to parents.

36 From 2011-12 there will be a national closing date for applications as follows:

- a) 31 October for secondary applications; and
- b) 15 January for primary applications.
- c) The academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of applications

37 The company will consider all applications for places at the academy. Where fewer than the published admission number(s) for the relevant year groups are received, the company will offer places at the academy to all those who have applied.

Procedures where the Ryde Academy is oversubscribed

38 Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of special educational needs where the academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- 1 Children who are in the care of a local authority or children who were previously in care but immediately after being in care became subject to an adoption, residence, or special guardianship order⁹.
- 2 Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which makes a particular school the most appropriate (Any application for a place at a particular academy for medical reasons must be supported by independent evidence supplied at the time of application confirming the reasons why attendance at the academy is essential or that this academy is most suitable and the difficulties that would be caused if the child had to attend another academy).

- 3 Pupils living in the academy's priority area who, at the time of application, have an elder sibling (brother or sister):
 - who is already at the academy; and
 - who will still be in attendance at the academy in September 2013.
- 4 Other pupils living within the academy's priority area.
- 5 Pupils living outside the academy's priority area who, at the time of application, have an elder sibling (brother or sister):
 - who is already at the academy; and
 - who will still be in attendance at the academy in September 2013
6. Pupils living outside the Academy's priority area.

If there are more applicants than remaining places within any of the above criteria the home-to-school distance will be used as a tiebreaker with those living closer being offered places first.

Post-16 admission criteria

- 39** The company will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form. These academic entry requirements will be the subject of consultation with those listed in paragraph 14 and published in the academy's prospectus and in the LA composite admissions prospectus. When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted. When there are more external applicants that satisfy any academic entry requirements than the number of post-16 places available and after the admission of pupils with statements of special educational needs where the academy is named on the statement, the criteria will be applied in the order in which they are set out below:
- a) Children in public care.
 - b) Admission of pupils whose siblings currently live at the same address and attend the academy and who will continue to do so on the date of admission. The term 'sibling' means a full, step, half, adopted or fostered brother or sister, but not cousins. The academy reserves the right to ask for proof of your relationship.
 - c) Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested.
 - d) Children who live the nearest distance from the

academy using straight line measurement¹⁰ from the centre of the academy to the centre of the building of the child's permanent home. The child's permanent address is where he or she normally lives and sleeps and from where they go to school. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the academy, the offer of a place will be withdrawn and the application cancelled. If distances are equal lots will be drawn by an independent person to determine the allocation. If only one place at a school is available within the admissions number and there are twins in the family who have the next highest priority within the oversubscription criteria, we will offer places to both.

- 40** There will be a right of appeal to an independent appeals panel for internal pupils refused transfer and external applicants refused admission.

Operation of waiting lists

- 41** Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the academy will operate a waiting list for each year group. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the final term of the school year. This will be maintained by the company 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.
- 42** Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 38, or for post-16 paragraph 39 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the authority

- 43** From 2011-2012 local authorities will coordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect academies' right to determine which applicants have priority for admission.
- 44** Subject to any provisions in the LA's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the company will consider all such applications and if the year group applied for has a place available, admit

10 - Straight line distance and centre of buildings determined by the local authority GPS system.

the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 38 or for post-16 places, paragraph 39 shall apply. Parents whose application is turned down shall be entitled to appeal.

Arrangements for admission of pupils as the academy builds to its full capacity

- 45** The academy will open on 1 September 2011 with a published admission number relating to pupils in Year 7 and, where relevant, Year 12.
- 46** The local authority is changing from a three-tier to two-tier structure on 1 September 2011. Displaced pupils will automatically transfer to the academy from Sandham, Lake and Forelands Middle Schools and Sandown High School, which closed on 31 August 2011.
- 47** Admission to Year groups without a published admission number will be based upon the size of teaching groups already existing in the academy and the efficient use of resources.
- 48** There will be a right of appeal to an independent appeal panel for unsuccessful applicants.



If you have difficulty understanding this document, please contact us on 01983 821000 and we will do our best to help you.

Arabic

إذا كان لديك صعوبة في فهم هذه الوثيقة، الرجاء الاتصال بنا على هاتف رقم 01983 821000 وسوف نبذل قصارى جهدنا لمساعدتك.

Hindi

यदि आपको इस दस्तावेज़ को समझने में कठिनाई पेश आ रही है तो, कृपया हमारे साथ 01983 821000 पर सम्पर्क करें और हम आपकी सहायता करने का पूरा प्रयास करेंगे।

Punjabi

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਦਸਤਾਵੇਜ਼ ਸਮਝਣ ਵਿੱਚ ਮੁਸ਼ਕਲ ਪੇਸ਼ ਆ ਰਹੀ ਹੈ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ 01983 821000 'ਤੇ ਸੰਪਰਕ ਕਰੋ ਅਤੇ ਅਸੀਂ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰਨ ਦੀ ਪੂਰੀ ਕੋਸ਼ਿਸ਼ ਕਰਾਂਗੇ।

Urdu

اگر آپ کو اس دستاویز کو سمجھنے میں مشکلات کا سامنا ہو تو برائے مہربانی ہم سے اس نمبر پر رابطہ کیجئے 01983 821000 اور ہم آپ کی مدد کرنے کے لئے ہر ممکن کوشش کریں گے۔

Chinese

如果您对此份文件难以理解，请致电01983821000与我们联系。我们将力尽所能帮助您。

Bengali

এই তথ্য বুঝতে না পারলে অনুগ্রহ করে আমাদেরকে 01983 821000 নাম্বারে ফোন করবেন। আমরা আপনাকে যথাসাধ্য সাহায্য করবো।

Polish

Jeśli mają Państwo trudności w zrozumieniu niniejszego dokumentu, prosimy o kontakt z nami pod numerem 01983 821000 – dołożymy wszelkich starań, by Państwu pomóc.

French

Si vous avez des difficultés à comprendre ce document, veuillez nous appeler au 01983 821000 et nous ferons de notre mieux pour vous aider.

Italian

Per ulteriori chiarimenti su questo documento, Vi preghiamo di contattarci per telefono al numero 01983 821000 dove riceverete la nostra migliore attenzione.

German

Sollte es Ihnen Schwierigkeiten bereiten, dieses Dokument zu verstehen, rufen Sie uns bitte an unter 01983 821000, und wir werden unser Bestes tun, um Ihnen zu helfen.

Hungarian

Ha nehézséget okoz e dokumentum értelmzése, kérjük, forduljon hozzánk a 01983 821000 számon, és minden tőlünk telhetőt megteszünk, hogy segítsünk.

Spanish

Si tiene dificultad para entender este documento, por favor póngase en contacto con nosotros llamando al número 01983 821000 y haremos todo lo posible para ayudarle.

Romanian

Dacă aveți dificultăți în înțelegerea acestui document, vă rugăm să ne contactați la numărul 01983 821000 și vom face tot ceea ce putem să vă ajutăm.

School Admissions

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