



**Cabot**  
Learning  
Federation

Digitech Studio  
School  
Admissions Policy  
2018/2019

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Date Adopted: September 2015, Cabot Learning Federation  
Implementation Date: September 2015

History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
09/09/2014	Whole Document	Initial Version	Initial Version
23/09/2014	Whole Document	Minor amendments to whole document	LA and DfE review
07/01/2015	3	Addition of priority for The Grange in oversubscription criteria	DfE review
14/06/2015	3	Admission number to increase to 90 in Year 10 in September 2016	Following consultation at Academy Council
14/06/2015	4	Admission number to increase to 90 in Year 12 in September 2016	Following consultation at Academy Council

## Introduction

The Digitech Studio School will provide a new and innovative approach, unlike a traditional school, which will both complement and offer an alternative to existing provision. It will specialise in developing skills aimed at high tech, advanced engineering and creative and digital industries. Our Admissions Policy reflects these aspirations.

The Digitech Studio School will provide school places for young people aged 14-19 and the Admission Arrangements for first admission to Year Groups 10 and 12 are set out below.

The Digitech Studio School is committed to straightforward, open, fair and transparent Admissions arrangement. The school will act in accordance with the School Admissions Code (as revised February 2012), the School Admissions Appeals Code and admissions law as they apply to Academies.

More information about CLF can be found on our website <http://www.cabotlearningfederation.net/> and information regarding Studio Schools can be found on the Studio School Trust website <http://www.studioschoolstrust.org/>.

## Published Admissions Number Year 10

The Admission Number for admission to Year 10 in September 2018 is 90.

Where the number of applications for Year 10 exceeds the Admission Number, The Digitech Studio School will apply its oversubscription criteria to determine priority of admission. Where the Studio School receives fewer applications than there are places available, all applicants will be admitted.

Children with a statement of Special Educational Need (SEN) or Education Health & Care Plan where Digitech Studio School is named on the statement/plan will be admitted to Digitech Studio School.

## Oversubscription Criteria

Where the school receives more applications than it has places available, the oversubscription criteria will be applied as follows:

1. Children in Public Care and Previously in Public Care
2. For 2015 and 2016 only, children who are on the roll of the Grange School and Sports College
3. Local Siblings living within the School's Area of Prime Responsibility and who have named the Academy as a preference.
- 4a Those living within the School's Area of Prime Responsibility – Priority will be given to those living closest to the school
- 4b Those living outside the School's Area of Prime Responsibility – Priority will be given to those living closest to the school.

Tie Breaker: Where it is not possible to distinguish between applicants within a particular oversubscription criteria, places will be allocated by drawing lots. The lots will be drawn by a Senior Officer of South Gloucestershire Council who is independent of the school admissions process.

Notes to the over-subscription criteria are set out in Annex A.

### Application Process

The Digitech Studio School forms part of South Gloucestershire Council's Co-ordinated Admission Arrangements which requires all parents to complete a Common Application Form (CAF). The Common Application form is provided by South Gloucestershire Council.

There are two options for completing the Common Application Form:

- Apply online at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions) . The online application form is available 24 hours a day, 7 days a week up to the submission deadline of 31 October 2017.
- Complete the paper application form provided in the Admissions to School booklet also available online at [www.southglos.gov.uk/admissions](http://www.southglos.gov.uk/admissions).

Full details of the application process are also set out in the Admissions to School booklet.

In order to be considered for a place at The Digitech Studio School, the Common Application Form must be completed and submitted by 31 October 2017 and The Digitech Studio School must be listed as one of the preferences. Inaccurate or false information on the form could result in the place being withdrawn.

### Published Admissions Number Year 12

The Digitech Studio School will offer post 16 provision for a maximum total of 180 pupils. As the studio schools builds to full capacity the Year 12 PAN is 90 in September 2018.

### Applications for post-16 provision

From 2018, Year 11 children on roll at The Digitech Studio School wishing to transfer to Year 12 will not need to apply for a place and may automatically transfer to Y12 provided they meet the minimum entry requirements. Where fewer Y11 pupils transfer the remaining places will be allocated to external pupils. Where there are more applications from external children than places available, places will be allocated in line with the oversubscription criteria set out above.

To be eligible for entry into Year 12 both internal and external pupils will be expected to have met the minimum academic entry requirements.

The minimum academic entry requirements will be: 5+ A\*-C grades at GCSE or equivalent.

There are a variety of post-16 courses on offer each with different entry requirements. Full details of these will be published annually in the post-16 prospectus and applicants should contact the school for information.

In addition to the Y12 minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the school offers for which they do meet the minimum academic requirements, providing these courses are not already full and oversubscribed. Course requirements are published annually on the school's website in the post-16 prospectus.

### Late and In Year Applications

Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in South Gloucestershire Council's Co-ordinated Admission Scheme.

#### In-Year Application Process – Admissions 2018-2019

From 1 September 2015, in line with the South Gloucestershire Council's In-Year Application process, The Digitech Studio School will be managing its own in-year admissions. Applications should be made directly to The Digitech Studio School using the In-Year Application Form.

The Digitech Studio School will notify parents/carers of the outcome of the application. If the academy is unable to offer a place they will advise parents/carers:

- Of the reason why a place cannot be offered
- Of the appeal process
- Of any opportunity to remain on a waiting list for a place

The Digitech Studio School will notify South Gloucestershire Council of any decision made.

#### Waiting list

Where the Studio School has been over-subscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently occur in the Studio School.

The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list.

Any waiting list will be maintained until the end of Term 2 (December term) and then discarded.

#### Appeals

After completion of the admissions process if a child is not offered a place at The Digitech Studio School parents/carers normally have the right to appeal to an independent appeal panel. This part of the process will be organised on behalf of the Digitech Studio School by South Gloucestershire Council Democratic Services. You will receive further information regarding this when offers of a school place are sent out.

**Annex A: Notes to the over-subscription criteria are set out below:**

1. Children in Public Care\* are those looked after by a Local Authority within the meaning of Section 22 of the Children Act 1989. Children Previously in Public Care\* are those who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a residence order<sup>2</sup> or special guardianship order<sup>3</sup>).

\* Documentation will need to be provided to South Gloucestershire Council as proof of care status.

1 Under the terms of the Adoption and Children Act 2002.

2 Under the terms of the Children Act 1989.

3 Section 14A of the Children Act 1989.

2. Local siblings: children are defined as local siblings if:

- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children of the same household; and
- they live within the school's defined area of responsibility; and
- they have indicated that school as a preference; and
- the older sibling is already in attendance at the preferred school and will be in attendance in September 2014 (statutory school age only).

Please note: to be defined as a 'local sibling' a child must live in the Area of Prime Responsibility for the school.

- 3a. Those living within a school's Area of Prime Responsibility: Priority will be given to those children who live within the Area of Prime Responsibility for the school. Where a school also has an area of First Responsibility, children living in this area will be given the highest priority.

If in any year there are more children living within the Area of Prime Responsibility than the number of places available at the school, priority will be given to those children who live closest to the school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the Local Authority's computerised mapping system.

- 3b. Those living outside a school's Area of Prime Responsibility After places have been allocated from within the Area of Prime Responsibility, any remaining places will be allocated to those children who live closest to the school.

Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the Local Authority's computerised mapping system.



### The Grange School and Sports College, Hanham High School and the Sir Bernard Lovell Consortium Area of Prime Responsibility

- 13. The Grange School and Sports College
- 14. Hanham High School
- 15. Sir Bernard Lovell School
- 16. John Cabot Academy

#### Children of multiple births

Whenever possible, The Digitech Studio School will endeavour to place children of multiple births in the same school within the places available. However, where the last child to qualify for a place is a twin or child of multiple birth, the place offered will be offered to one child and the other child/children considered under the admission criteria but not normally admitted.

#### Home address

The child's home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). The Digitech Studio School cannot accept an address of a business, relative, friend, childminder, a temporary address or an address of a house it is intended to move to. The only exceptions are for children of UK service personnel for whom special arrangements apply. The Digitech Studio School reserves the right to seek documentary evidence to support a claim of residence.

Where a child spends time with each parent/carer at two different addresses, The Digitech Studio School will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP.



Any other evidence provided by parents/carers will also be considered in reaching a decision on the home address for admissions purposes.