

EDUCATING YOUR CHILD

Secondary school admissions 2014 to 2015



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

How to contact us

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

Phone: (01983) 823455

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 for secondary schools on the Isle of Wight. Parents are able to state up to three preferences saying which schools you would most like your child to attend. We will do our very best to meet one of your preferences, but if we receive too many applications for a school they will be handled in line with the policy that prioritises applications and, if your application is unsuccessful, we may offer you a place at a different school. .

For parents whose children are due to transfer to 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 www.iwight.com/schooladmissions. Alternatively you can request the paper application form from school admissions.
- Make sure that the online application or paper form is received by the admissions office at County Hall by 4.30pm on 31 October 2013 (preferably before).

The same processes apply if you would prefer your child to attend Christ the King College. However you must also complete the college's supplementary information form which you can obtain from the school. This supplementary form must be returned to the school by 4.30pm on 31 October 2013 with any supporting evidence.

When you apply online for Christ the King College any relevant additional information, including the supplementary form, must be sent direct to the college. Christ the King College must be included as one of your preference(s). The completed supplementary form and any relevant additional information must be received by Christ the King College by 4.30pm on 31 October 2013.

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 your application on time. .

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 2014;
- 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 2013).

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

John Coughlan
Director of Children's Services
Hampshire County Council



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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 a valid application. Any additional or supplementary form will also have to be completed for applicants who are applying for Christ the King College or The Island Free School, this form also needs to be returned to the appropriate school by the advertised closing date to ensure your application remains on time.

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-ordinated admission scheme

Ensures that a letter or email (for online applications) is dispatched on 3 March 2014 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.

Free school

Free schools are all-ability state-funded schools set up in response to what local people say they want and need in order to improve education for children in their community.

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 2014 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.

Studio School

Studio schools offer academic and vocational qualifications, but teach them in a practical and project-based way. Study is combined with work placements at employers who are involved in the school.



Supplementary Information Form (SIF)

The form which parents complete when applying for a school place at an aided school. Please ensure this is returned to the appropriate school by the closing date to ensure your application for a school place is on time.

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 fifty-one schools which comprise of community, controlled voluntary aided, foundation trust, academy, free and studio 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;
- one secondary studio school;
- one secondary free school.

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 and academy school. Most primary schools have a pre school on site or located nearby.

Secondary schools

(for pupils aged 11 to 19)

Of the eight secondary schools:

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

*Details on how to apply for a place at these schools can be found on pages 45 and 46.

The majority will have sixth forms for pupils who want to stay on after 16.

The eight 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 2014 to 2015

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 2014

Schools open 2 September to 18 December 2014
Half term 27 October to 31 October 2014

Spring term 2015

Schools open 5 January to 27 March 2015
Half term 16 February to 20 February 2015

Summer term 2015

Schools open 13 April to 20 July 2015
Half term 25 May to 29 May 2015



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

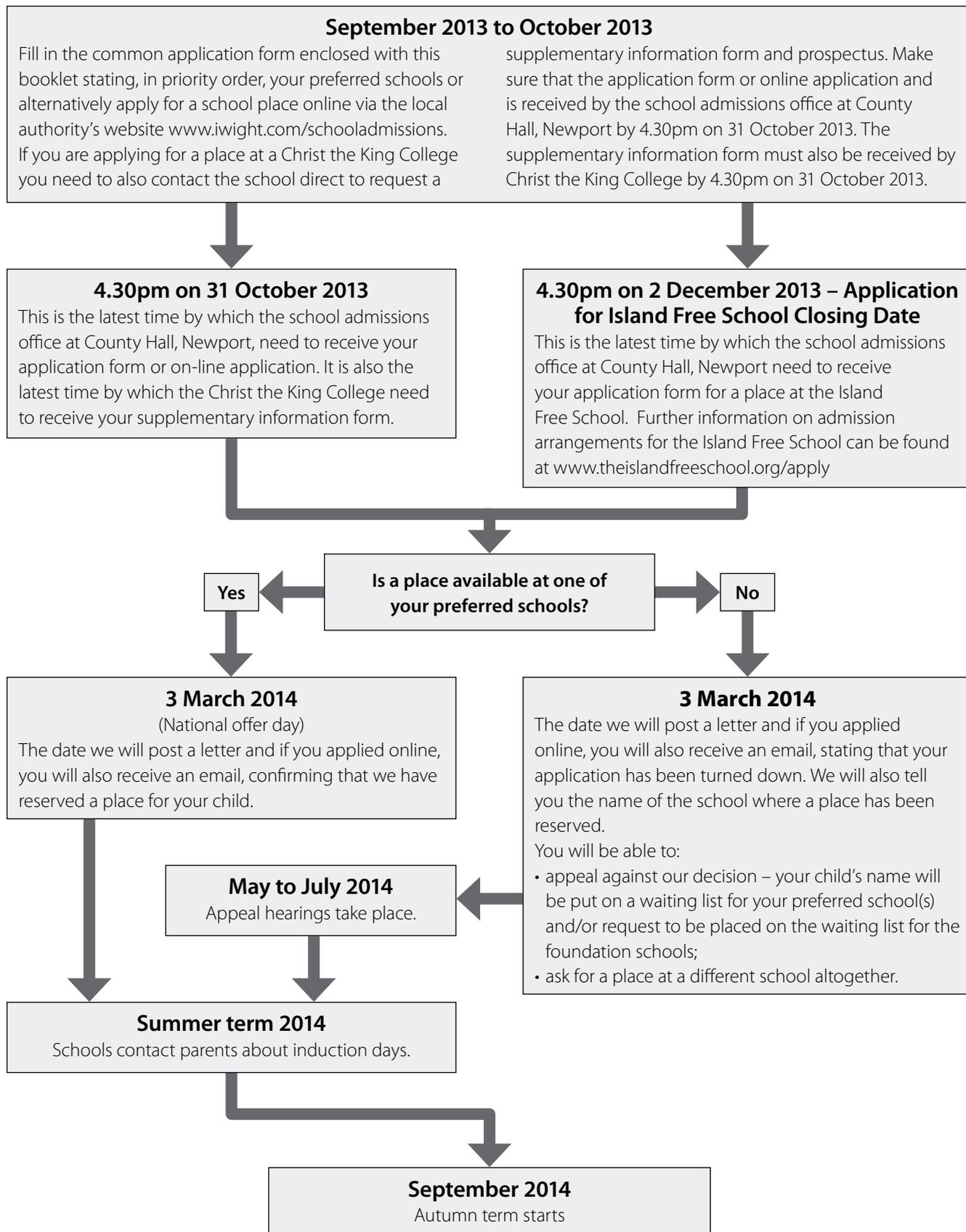
The Department for Education (DfE) publishes performance tables. You can see copies of these on the DfE website at www.education.gov.uk or you can get them from the Isle of Wight Council, County Hall (telephone 01983 821000).

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 2014 admissions



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 pages 23 to 26. Admissions policies for the foundation and academy secondary schools and Christ the King College can be found on page 28 onwards.

For the intake into Year 7 for academic year 2013-14, the following school was oversubscribed using the published admission number:

- Christ the King College.

School places were allocated to pupils whose parents applied by the closing date of 31 October 2012 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 2013. 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.

Please note: to ensure your application for Christ the King College is complete, you must complete both the local authority application form and the school supplementary information form and return both these forms by the closing date. If you only complete one of the forms your application will be classed as 'late' because a valid application has not been made.

Information on the number of complete 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 2014 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, e.g., 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 2013, 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, 98.82 per cent of parents who made a valid application 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.

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 2013, this could affect your chances of obtaining a place at the school you would most like your child to attend. See from page 23 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 2013.

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 2013;
- receive the result of the application by email on 3 March 2014. Please Note: If you tick the box to opt out of receiving information from the Isle of Wight Council you will not receive an email on 3 March 2014.

If you apply for a school place online 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 or the online application 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. This includes the school

your child has been allocated on National Offer Day.

To request this information please write to School Admissions and Transport, Isle of Wight Council, County Hall, Newport, Isle of Wight PO30 1UD, enclosing a copy of the evidence to prove your parental responsibility for the child you are requesting the information for.

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

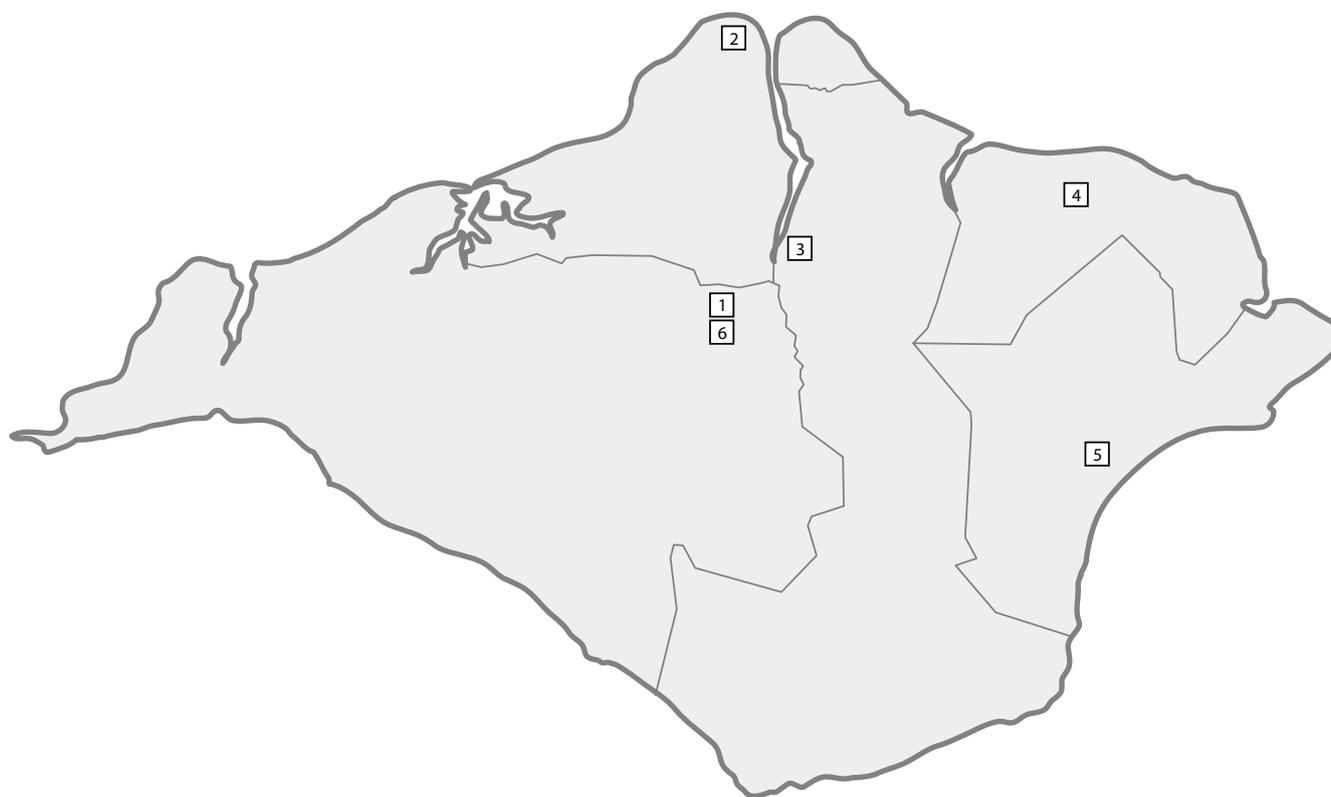
and accessible. The equality standards for local government is supported by the law.

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.

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

The location of the schools listed below were not confirmed when booklet was sent to print:

- 7 Studio School Isle of Wight
- 8 Island Free School

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 2013: 1296
Admissions number for September 2014: 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 2013: 1142
Admissions number for September 2014: 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 2013: 1503
Admissions number for September 2014: 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 2013: 1115
Admissions number for September 2014: 210

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 2013: 1910
Admissions number for September 2014: 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 2013: 1102
Admissions number for September 2014: 240

7 Studio School Isle of Wight

Address: Awaiting site approval
Admissions number for September 2014: 75

8 Island Free School

Address: Awaiting site approval
Email: new.island.school@gmail.com
Website: www.theislandfreeschool.org
Admissions number for September 2014: 125

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

Admission to secondary schools - September 2013

Number of complete and valid applications received by the deadline date of 31 October 2012 and allocated 1 March 2013

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	32	66	7	22	131	216	-
Cowes Enterprise College	4	56	124	1	23	208	270	-
Medina College	7	38	46	16	49	156	259	-
Ryde Academy	3	53	153	4	8	221	270	-
Sandown Academy	6	58	111	12	42	229	330	-
Christ the King College	8	-	-	-	-	240	240	14
Total	32	237	500	40	144	1,185	1,585	14

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, pediatricians 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 (four to 11 year olds);
- secondary school pupils (11 to 16 year olds);
- post-16 students in sixth forms and further education (16 to 19 year olds);
- children (four to 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 2014 for September 2014.

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 completed the form 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. Further information on how to do this will be provided with your refusal letter.

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 three 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.

Raised participation age

Recent legislation means the law regarding participation in education or training has changed. The legislation means that by 2013, all young people in England will be required to stay in some form of education or training until the end of the academic year in which they turn 17. This will increase by 2015 to the day they turn 18.

The law has changed, which means that education is changing to increase the opportunities available post 16. All young people are required to continue learning for longer. This could be by continuing at school, going to college, going into employment/ an apprenticeship or volunteering (with part-time learning).

Raising the participation age in education and training does not mean raising the school age, nor does it mean that every young person needs to be in full time education. Young people will be able to participate in:

- full-time education or training, eg, at college, sixth form or

- work based learning, eg, an apprenticeship;
- part-time accredited education or training if employed, self-employed or volunteering.

It may suit some young people to learn on a part-time basis alongside employment and participation can take place in a range of places.

There is more choice available after the age of 16 because there are no longer compulsory subjects such as mathematics, English and science. Some post-16 courses take a year to complete and others take two, so your child could be making further choices when they are 17.

The choices available for young people post 16 include:

- GCSEs and A-levels involve studying several subjects in depth, preparing young people for higher level learning and for work.
- Vocational qualifications offer young people insights into

the world of work. There are also good preparation for further and higher education.

- Apprenticeships allow young people to learn skills and gain qualifications whilst earning money. These are open to all suitable qualified young people who know what they wish to do for a living. Apprenticeships are now available in over 80 career sectors.
- There are also options for those who choose to work or volunteer. Young people who take this route will take part in accredited education or training on a part time basis for 280 hours per year (equivalent to one day per week)

You can help your child to find the right option for them by

talking to them about the options available to them post 16 and encouraging them to consider the right pathway for them to choose. One size does not fit all and there are lots of choices for your child to select from.

For further information about the changes call the participation team on 01983 525927 or email: participationteam@iow.gov.uk

Find out more about the legislation from the Department of Education website: www.education.gov.uk/16to19/participation/rpa

Isle of Wight Council participation team

The Isle of Wight Council Participation Team is based at the Choices Centre, 29 High Street, Newport. PO30 1SS.
Tel: 01983 525927

The participation team is a service provided by the Isle of Wight Council to support all young people post-16 to participate in education, training and employment. It delivers the following:

- Developing and co-ordinating engagement programmes to support young people to participate in education, training and employment. Current programmes co-ordinated by the team include RON, Get Ready 2 Work, pre-apprenticeships and Young Volunteers.
- Supporting Island businesses. The team supports the Isle of Wight Council apprenticeship programmes and subsidies, and offers a free service for employers to advertise vacancies to young people through it's weekly bulletin – Education, Employment and Training Opportunities Weekly (EETO).
- Working with the local community. The team provides a

full-time drop-in service at the Choices Centre for post-16 young people and their parents/carers, with qualified participation advisers providing advice and guidance on local education, employment and training opportunities.

- Working with young people who are not in education, training or employment. All post-16 young people who are not currently participating in education, training or employment are provided with a dedicated participation adviser to work with them until they are settled into a positive destination.
- Working with vulnerable young people. More intensive personal support is provided for young people with low qualifications and young people with learning difficulties and/or disabilities.
- Increasing participation. The team provides a range of resources to support this aim. They include a Facebook page, website, weekly vacancy bulletin, Choices booklet, annual survey of school leaver's first destinations, a web-based tool to support schools to identify students at risk of not participating, and an annual conference.

Isle of Wight Council Choices Centre

The Choices Centre is based at 29 High Street, Newport. PO30 1SS.
Tel: 01983 525927

All young people and their parents/carers are welcome to make use of the resources in the Choices Centre including supported use of a public telephone and computer to make applications to education, jobs, and apprenticeships, construct CV's, and check access to benefits.



If you are not in full-time education or training the participation team will allocate you a dedicated participation adviser who you can keep in touch with by phone, email or by visiting the Choices Centre. Help may also be provided with travel tokens to enable you to visit the Choices Centre, and any opportunities you may be applying for. The team makes referrals to a wide range of training

providers, employers and other agencies in order to help young people achieve their goals – whatever they may be.

Full drop-in service (no appointment necessary)

Public opening times as follows:

Monday to Thursday, 9.30am to 12.30pm and 1pm to 4.30pm

Friday, 9:30am to 12:30pm and 1pm to 4pm

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.

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/OtherServices/School-Governors/General-Information.

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
Phone: 01983 823490
Email: youth.service@iow.gov.uk
Website: www.iwight.com

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

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 2014

In September 2014 seven secondary schools will have foundation trust, academy, studio or free 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 2013. If you apply late or do not complete the supplementary information form for Christ the King College 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. 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 11th birthday (ie, they must be 11 years old by 31 August 2013).

How do I apply for a place at secondary school for September 2014?

If your child is in Year 6 in September 2014 you should apply online at www.iwight.com/schooladmissions. Make sure that:

- your application and any supporting evidence is received by 4.30pm on 31 October 2013 at the very latest;

You must also ensure you complete the supplementary information form for Christ the King College and ensure this is received by the school by 4.30pm on 31 October 2013.

To apply for a place at the Studio School Isle of Wight you must complete the studio school application form and also complete the local authority application form.

To apply for a place at the Island Free School you must apply their application form, parents will also need to fill in a local authority CAF (common application form) and apply for a place at one of the other Island secondary schools as an insurance against not being successful in gaining a place at the Island Free School.

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 online for a school place for my child after the closing date?

No. Once our closing date of 4.30pm on 31 October 2013 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 2014 the relevant address will be where you and your child are living on 31 October 2013.

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 2013 your application will still be 'on time', if the change is received after 4.30pm on the 31 October 2013 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 a place there. You should also make sure you put the schools you would most like your child to attend in priority order.

Please Note: In addition to applying to The Island Free School on their application form, parents will also need to fill in a local authority CAF (common application form) and apply for a place at one of the other Island

secondary schools as an insurance against not being successful in gaining a place at the Island Free School.

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 2014.
- 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 2014.
- 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.

This also applies to the supplementary information form you will need to complete and return to Christ the King College. If this is returned late or not completed at all your application will be classed as 'late'.

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 2013. 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 3 March 2014 (national offer day). If you applied online for a school place for your child the result will also be emailed to you on this date, as long as you did not opt out of receiving information from the Isle of Wight Council.

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. A 'notice to appeal' form will be enclosed with the letter you receive. If you applied online and have requested a reply by email you will be able to download or complete an appeal form online at: www.iwight.com/Residents/Schools-and-Learning/Education-Appeals/Tasks and the booklet which explains how to make an appeal from our website at: www.iwight.com/Residents/Schools-and-Learning/Education-Appeals/Appeals-Timetable and click on the 'Appeal guide for parents' tab. 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 you are able to provide new evidence 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 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 2015 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 2015 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 24. 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 2014 admissions will be established for the first time on 17 March 2014.

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/schooladmissions

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 form 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, ie, 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 to your home address 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 as soon as you have an Island address please update us as this will alter your place

on the waiting list. 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 25.

Admission to sixth form

As a result of school reorganisation the majority of Island secondary schools will have a sixth form and provide post 16 education. 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 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 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 Carisbrooke College for September 2014?

Carisbrooke College is part of the Isle of Wight Council's co-ordinated admissions scheme. For admission to all schools from September 2013, the local authority is required to operate a co-ordinated 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 online) must be received by School Admissions, County Hall, Newport, Isle of Wight, PO30 1UD by 4.30pm on 31 October 2013 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 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 order¹.
- 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):

¹ - 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).

- who is already at the school; and
 - who will still be in attendance at the school in September 2014.
- 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 2014.
 - 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.

Admission to Christ the King College in 2014-2015

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 co-ordinating the admissions process across the Island and the College is included in the co-ordinated process. Details of the co-ordinated scheme can be found in the Isle of Wight composite booklet on admissions 'Educating Your Child 2014-2015'. The booklet also contains the timetable for the admission process for September 2014, together with all the necessary deadlines for completion of forms.

Timetable

The timetable for the admission process for September 2014, together with all the necessary deadlines for completion of forms, is given in the Isle of Wight composite booklet on admissions 'Educating Your Child 2014-2015'.

The policy for admissions to the college

The governing body will admit 240 pupils to Year 7 in September 2014.

Should there be more applications than the 240 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 110 places, those in Category B have been determined in agreement with the Church of England Diocese of Portsmouth for 110 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 240 places. The 240 places offered at the college will be made up of the 110 highest ranking applicants from list A, the 110 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 240 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 over-subscription 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) (Education) 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 over-subscription 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 3 categories A, B and C. Children will be offered a place if they fall within the admission number for the particular category (110 for category A, 110 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.

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

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 centre of their home/flat to the nearest of centre of the college (ie, the former ABK 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 (2012) paragraph 2.23.

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.

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 ???

If you are moving to the Island from the mainland, under inter-authority working you will need:

- i. 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,
Community Wellbeing and Social Care Directorate
County Hall, Newport, Isle of Wight PO30 1UD

The deadline for submitting the common application form is Thursday 31 October 2013 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 2014'
Christ the King College
School office on former Archbishop King School site
Wellington Road
Carisbrooke,
Newport,
Isle of Wight
PO30 5QT

The deadline for submitting the supplementary information form is Thursday 31 October 2013 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 3 March 2014 (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 co-ordinated scheme for admissions. Details can be found in the Isle of Wight composite booklet on admissions 'Educating Your Child 2014-2015'.

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 three 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 2014.

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

Policy context

- 1.1 The policy takes full cognisance of the new national appeals and admissions codes which were accepted as statutory on 1 February 2012 this is for 2014-2015 admissions.
- 1.2 The policy sets out the college's approach to admissions.
- 1.3 The policy is subject to annual review by the college governing body.
- 1.4 The policy is written in accordance with the local authority (LA) admissions guidance.

Principles

- 2.1 Cowes Enterprise College has trust status and takes students of mixed aptitude and ability aged 11 to 19.
- 2.2 The trust is the admissions authority with responsibility for admissions although we work closely with the LA who administers the co-ordinated admissions scheme (CAS) and deal with appeals. The trust delegates strategic oversight of admissions to Cowes Enterprise College governors.
- 2.3 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.
- 2.4 If Cowes Enterprise College is oversubscribed the College will use a set of transparent and clear criteria to determine who is offered a place.

Operation

- 3.1 Cowes Enterprise College is part of the Isle of Wight (IOW) Council's co-ordinated admissions scheme.
- 3.2 For admission to Cowes Enterprise College from September 2014, the children's services authority (CSA) is required to operate a co-ordinated admissions scheme and applications for all school places must be made on the common application form (CAF) provided by the authority. Once completed the CAF must be received by School Admissions, County Hall, Newport, Isle of Wight, PO30 1UD by 4.30pm on 31 October 2013.
- 3.3 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.
- 3.4 The 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 a parent may have moved into the priority area, their child may not get a place if the college is already oversubscribed. If this happens a parent can appeal and their child's name will automatically be placed on to a waiting list unless they specifically request that this must not happen.
- 3.5 Children for whom a statement of special educational needs has been agreed which names Cowes Enterprise College on the statement, are



automatically admitted to Cowes Enterprise College, in compliance with the School Admissions Code.

- 3.6 If there are more applications to Cowes Enterprise College than there are available places, we use the same criteria as the CSA to decide which children can have places. The criteria in terms of priority with the highest first are as follows:
- 3.6.1 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).
- 3.6.2 Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which makes Cowes Enterprise College the most appropriate.
- 3.6.3 Pupils living in the college's priority area who, at the time of application, have an elder sibling:
- who is already at the College; and
 - who will still be in attendance at the College in September 2014.
- 3.6.4 Other pupils living within the college's priority area.
- 3.6.5 Pupils living outside the college's priority area who, at the time of application, have an elder sibling
- who is already at the college; and
 - who will still be in attendance at the college in September 2014.
- 3.6.6 Pupils living outside the College'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.

- 3.7 Firm offers will be made by the local authority on 3 March 2014 (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 2014 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.

- 3.8 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 college 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.
- 3.9 If a child is refused a place at Cowes Enterprise College they will automatically be placed on a waiting list unless there is a specific 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 a parent accepts a place at an alternative school, they will be asked if they wish to remove their child from the waiting list for Cowes Enterprise College. In July a form will be sent for parents to complete and indicate if they wish their child's name to remain on the waiting list. If they do not return this form by 31 August 2014, their child will be removed from the waiting list. Where a 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 a parent applies late but lives in the priority area, very close to the college the child may go to the top of the waiting list or very near to it. The child's position on the waiting list can change, moving up or down as others join the list or are removed from it.

Responsibilities

- 4.1 The governors (advised by the teacher in charge) must set (determine) admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least every seven years. Consultation must be for a minimum of eight weeks and must take place between 1 November and 1 March of the year before those arrangements are to apply. For example, for arrangements which are to apply to applications in 2013 (entry in September 2014), consultation must be completed by 1 March 2013. This consultation period allows parents,



- other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.
- 4.2 The teacher in charge needs to have decided the CEC determination by 15 April 2013 and sent to LA by 1 May 2013.
 - 4.3 The CEC admissions policy to be placed on the CEC website as soon as possible after 15 April.
 - 4.4 1 May – LA publishes CEC admissions policy allowing parties to object.
 - 4.5 30 June is the deadline for the school adjudicator to receive objections about CEC admission policy.
 - 4.6 19 September 2013 the LA publishes final details of how parents can apply to CEC.
 - 4.7 The deadline for parents to apply is the 31 October 2013.
 - 4.8 3 March 2014 Isle of Wight LA post letters home to inform parents on the outcome of their applications.
 - 4.9 Right to appeal – When an admission authority informs a parent of a decision to refuse their child a place at a school for which they have applied, it must include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents must be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. Admission authorities must not limit the grounds on which appeals can be made.
 - 4.10 Under Section 94 of the School Standards and Framework Act 1998, responsibility for making arrangements for appeals against the refusal of a school place rests with the admission authority of the school. The admission authority and appeal panel must act in accordance with this Code, the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code, other law relating to admissions, and relevant human rights and equalities legislation, for example, the Equality Act 2010. Cowes Enterprise College have agreed that the LA will take responsibility for the appeals process.
 - 4.11 Isle of Wight admissions must publish their appeals timetable on their website by 28 February each year.
 - 4.12 Parents have at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.
 - 4.13 For applications made in the normal admissions round, appeals must be heard by the LA within 40 school days of the deadline for lodging appeals.
 - 4.14 May to July 2014 the LA run the appeal hearings.
 - 4.15 As part of determining their admission arrangements all admission authorities (trust) must set an admission number for each relevant age group. The trust are not required to consult on their PAN where they propose either to increase or keep the same PAN.

All admission authorities must consult where they propose a decrease to the PAN. Admission authorities must notify their local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website. If, at any time following determination of the PAN, an admission authority decides that it is able to admit above its PAN, it must notify the local authority in good time to allow the local authority to deliver its co-ordination responsibilities effectively. Admission authorities may also admit above their PAN in-year.

- 4.16 Each local authority must have a fair access protocol. This is to ensure that outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the local authority must ensure that no school – including those with available places – is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol must include how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

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 31 October 2013. If a parent applies late the 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 college's priority area will be provided in the 'Educating your child' booklet on the council's website. See on the following site www.iwight.com/schooladmissions

The address used for college admissions purposes

The address given on the application form must be the one on the Island where the parent and child usually live, ie, in the case of admissions for September 2014 the relevant address will be where the parent and child are living on 31 October 2013. 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.

N.B 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 a parent) 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 CSA 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.

Co-ordinated 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 3rd March 2014. The scheme gives clear communications on

school admissions between the CSA, 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 2014?

Medina College will be part of the Isle of Wight Council's co-ordinated admissions scheme. For admission to all schools from September 2014, the local authority is

required to operate a co-ordinated 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 online at www.iwight.com/schooladmissions. Once completed the application form (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 2013 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 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 2014
- 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 2014.
 - 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 3 March 2014 (National offer day for England). Those for whom no place at Medina College can be offered are advised of their right to appeal within fourteen days of the date of posting of the letter.

The governors reserve their right to withdraw an offer of a place before September 2014 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

2 - An adoption order is an order under Section 46 of the Adoption and Children Act 20-02. 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).

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 2015 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 local authority'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.

Ryde academy admissions arrangements for academic year 2014/15

These arrangements are established in accordance with annex 1 of the academy's supplemental funding agreement.

Academies Enterprise Trust is the admissions authority for the academy.

Admission number

Ryde Academy has an agreed published admission number (PAN) of 210 students for entry in Year 7. The academy will accordingly admit at least 210 students in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 210 or fewer apply.

Admission criteria

If the academy is oversubscribed, after the admission of students with statements of special educational needs where the school is named in the statement. Priority for admission will be given to those children who meet the criteria set out below, in priority order:

Students will be admitted at age 11 without reference to ability or aptitude. Where applications for admission exceed the number of places available, the following criteria will be applied, to decide which children to admit:

- 1** Looked after children; and previously looked after children.
- 2** Where the child siblings currently attend the academy at the closing date for applications, with a reasonable expectation that the older child will still be at the academy at the time the younger child is admitted. (The final year for this purpose will be Year 13 or Year 11 if the sibling is not staying on at Ryde Academy sixth form) – A sibling is defined as a child living in the same family unit in the same family household and address as a child who attends the preferred school in any year group excluding the final year. This includes brothers, sisters, stepbrothers and stepsisters. In addition, biological siblings who attend Ryde Academy will be treated as siblings irrespective of place of residence.
- 3** Where the child attends one of the following partner primary schools: Haylands, Dover park, Greenmount, Binstead, St Mary's, Nettlestone and Oakfield.
- 4** Children of families eligible for the pupil premium.
- 5** On the basis of proximity to the academy using straight line measurement from the academy to the child's home. This principle will also be used as a tie-breaker when the planned admission number is reached within one of the earlier criteria. In the event of a tie breaker situation occurs for the distance criteria, name will be drawn out of a hat.
- 6** Exceptional medical circumstances (supported by medical evidence) may override the above criteria (other

than looked after children and previously looked after children).

Late applications will be dealt with in accordance to the LEA co-ordinated admissions Scheme.

Parents of children who are not offered a place have the right to appeal to an independent admission appeals panel. Details of procedures can be obtained from the academy.

The admission arrangements for entry into the sixth form can be found in the sixth form prospectus which is available from the academy.

Tie breaker

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.

Sixth form

The Academy has capacity for 250 students in the sixth form, with 125 places in year 12. It will not admit external applicants unless it is undersubscribed by students progressing from its own year 11. Both internal and external students wishing to enter the sixth form will be expected to have met the minimum academic entry requirements. 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 the minimum academic entry requirements and after the admission of students with statements of special educational needs where the academy is named on the statement, the following criteria applies:

- 1** Looked after children and previously looked after children. A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted or subject to a residence order, or special guardianship order, immediately following having been looked after.
- 2** Admission of students 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 relationship.

- 3** Children for whom a particular school/academy 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.
- 4** Children who live the nearest distance from the academy using straight line measurement 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.
- 5** Children of families eligible for the pupil premium operation of waiting lists. Subject to any provisions regarding waiting lists in the coordinated admission scheme, the academy will operate a waiting list. 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 academy 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. Places from the waiting list will be offered in the priority order set out above, not in order of the date applications are made.

Appeals

Parents who wish to appeal against the decision of the admissions authority to refuse their child a place in the academy may apply in writing to the AET Board of Directors at the following address:

Academies Enterprise Trust Board of Directors
Kilnfield House,
Hockley,
Essex,
SS5 4HS

Appeals will be heard by an independent panel.

Sandown Bay Academy

Introduction

This document sets out the admission arrangements for the academy in accordance with annex to the funding agreement between the academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the funding agreement.

Notwithstanding these arrangements, the Secretary of State may direct the academy to admit a named student to the academy on application from a local authority. Before doing so the Secretary of State will consult the academy.

Roles and responsibilities

It is the responsibility of the governing body to agree the admission arrangements each year with the Secretary of State for Children, Schools and Families and to agree procedures and to monitor the effects of the procedure.

It is the responsibility of the principal to implement the fair application of the admissions procedures and to use informal procedures where possible but implement formal procedures where necessary to ensure compliance.

It is the responsibility of relevant staff to familiarise themselves, and comply, with the procedures to professional standards.

Admission arrangements approved by the Secretary of State

3.1 Procedure for admitting students to the academy

The company has the following agreed admission number for the academy:

- a) For the year 2014-2015 and subject to any changes approved or required by the Secretary of State, for subsequent years 270 for students in Year 7.
- b) The academy has capacity for 350 students in the sixth form. The admission number to year 12 is 200.
- c) The academy will accordingly admit up to the admission number in the relevant age group each year if sufficient applications are received.

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 5.1. Students 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.

If the academy admits a total of 26 students 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.

3.2 Process of application

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

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 admissions forum, 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 2012 for admission in September 2013). This will include details of open evenings and other opportunities for prospective students 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 student's home local authority to administer.
- d) LA sends academy applications to the company.
- e) Company sends list of students 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.

The national closing date for applications is as follows:

- a) 31 October for secondary applications; and
- b) 15 January for primary applications.

The academy will ensure its application processes enable parents to apply before these deadlines.

3.3 Consideration of applications

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.

3.4 Procedures where the Sandown Academy is oversubscribed

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 students 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 who are looked after 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 special guardianship order).
- b) Admission of students whose siblings currently 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 relationship;
- c) Children who are eligible for student premium. This includes children who are eligible for free school meals, looked after children continuously for more than six months.
- d) 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;
- e) Children who live the nearest distance from the academy using straight line measurement from the main entrance of the academy to the main entrance to 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. In the case of a multi-occupancy building such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically /or alphabetically. 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.

- f) Students living outside the school's proximity area

Tie-break

For criteria d) above: proximity to the school will be used in the case of a tiebreak.

For example: If we can offer places in the first three criteria, but there are not enough for all those children in criterion d), 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. 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.

3.5 Post-16 admission criteria

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 students 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 5.1 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 students 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) Students who meet the entry requirement for Level 1, 2 or 3 courses as prescribed by the sixth form prospectus.
- b) Students who are looked after 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 special guardianship order).
- c) Admission of students whose siblings currently 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 relationship.
- d) Students who are eligible for the student premium. This includes children who are eligible for free school meals, children who have been looked after continuously for more than six months and children from service families.
- e) Students 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

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

3.6 Operation of waiting lists

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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in 3.4 and 3.5 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

3.7 Arrangements for admitting students to other year groups, including replacing any students who have left the academy

In Year admissions for students who are moving onto the Island; the Isle of Wight Council will co-ordinate admissions for in-year applications dependent on places available within the Year group the student is applying to.

In-year admissions which result from transfer between one Isle of Wight secondary school to another is subject to the Isle of Wight fair access protocol which has been agreed by all secondary schools.

Subject to any provisions in the LA's co-ordinated 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 3.4 and 3.5 shall apply. Parents whose application is turned down shall be entitled to appeal.

4 General

4.1 Relevant children

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.

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.

'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.

4.2 Relevant area

Subject to paragraph below, '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).

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.

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 above should apply.

The Secretary of State may consult the local authority before making such a determination. Within 14 days of the Secretary of State's determination, the academy will notify the consultees listed in 3.10 of the determination.

In the event of a paragraph a) determination, a map of the relevant area (or a list of post-codes) will be attached as an appendix to this annex B.

5 Annual procedures for determining admission arrangement

5.1 Consultation

The company shall consult the following parties on the academy's proposed admission arrangements for a minimum of eight weeks between 17 December and 3rd March in the 'determination year'³:

- a) The LA.
- b) The admission forum for the LA.
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation.
- d) Any other governing body for primary and

secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.

- e) Affected admission authorities in neighbouring local authority areas.
- f) 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.
- g) Community groups which the academy considers relevant.
- h) 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.

From 2012-13, and for subsequent years, consultation 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.

As soon as any changes are made to arrangements, or proposed, the consultation cycle in must be followed for the next determination year.

5.2 Determination of admission arrangements

The company will consider comments made by those consulted including any requests to amend the proposed admission number, before determining the admission arrangements for the academy.

The company will determine the academy's admission arrangements annually by 15 April of the determination year and notify consultees listed what has been determined within 14 days of that decision being made.

5.3 Representations about admission arrangements

Where the company has determined the academy's admission arrangements and notified all consultees, if any of those persons or bodies object to the academy's admission arrangements, including the proposed admission number, they can make

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 2012 for admissions in September 2013.

representations to the Secretary of State. Any representations must be made by 30 June in the determination year.

5.4 Secretary of State's consent for changes to admission arrangements

Where the admission arrangements determined in a determination year 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 them to consent to such amended admission arrangements.

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

Where the Secretary of State has received any representations made, 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.

Where the Secretary of State has received an application 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.

5.6 Publication of admission arrangements

The company shall each determination year publish the academy's agreed admission arrangements by:

- a) sending copies to the persons consulted in paragraph 14;
- b) sending copies to primary and secondary schools in the LA's area;
- c) sending copies to the offices of the LA;
- d) making copies available without charge on request from the academy;
- e) sending copies 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) uploading a copy to the academy's website (if it has one).

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.

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

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.
- c) following such application, the Secretary of State has provided his consent to the proposed variation.

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.

Any changes to the academy's admission arrangements brought about through the variation processes 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.

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, is 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.



Where a representation is made in accordance with paragraph above, the Secretary of State may, after consulting the company, direct that the company modify its arrangements for the admission of students 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.

Records of applications and admissions 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.

6 Monitoring and review

The vice-principal (student development and wellbeing) will report on the policy to the principal as appropriate.

The principal will report to the governors' student wellbeing committee on any relevant aspects of the working of the policy as appropriate.

The governing body will review the policy annually.

Isle of Wight Studio School

Introductory statement

Isle of Wight Studio School is opening in September 2014 and will provide general education to a specific group of young people who are seeking an alternative learning experience.

The studio school will:

- meet specific and general skills gaps amongst young people identified by local employers, especially in the marine manufacturing and offshore energy sectors;
- offer parents and young people a wider choice of school options at age 14;
- engage and enthuse students through a new and unique form of curriculum delivery based on extensive use of work experience and employer-led projects;
- substantially improve achievement and progression for 75 to 100 Isle of Wight students every year who are able and motivated yet not thriving in their current school;
- respond to a need for more diversity in secondary provision over the next ten years;
- take advantage of Cowes' excellent marine and leisure craft industries to attract students from across the Island
- share services, curriculum, staff and good practice with Southampton Studio School.

Isle of Wight Studio School will ultimately provide school places for young people aged 14 to 19 but we are only admitting to year 10 in September 2014.

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

Application Process

Isle of Wight Studio School will be part of the Isle of Wight Council's co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is available from County Hall, Newport or on the Council's website www.iwight.com/schooladmissions.

Full details of the application process are available in the local authority brochure, Educating your child which is also available from County Hall or on the above website. Applications for a place in year 10 in September 2014 must be made by 31 October 2013. Offers of places will be made by letter by 3 March 2014.

Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

Published admission number

In September 2014 we will admit 75 students to year 10. All applicants will be admitted if fewer than 75 applications are received.

Special educational needs

Children with a statement of special educational need (SEN) where Isle of Wight Studio School is named on the statement will be admitted to Isle of Wight Studio School.

Oversubscription criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against and prioritised in the order of the following oversubscription criteria:

- A Looked after children and previously looked after children;
- B Students with a sibling on roll at the school at the time

of the proposed admission (a sibling is defined as a brother or sister including step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where the studio school is oversubscribed no guarantee can be given that places will be available for brothers and sisters. Where the final place in a year group is offered to one of twins or other multiple births one may be selected and the other(s) not).

- C** Remaining places will be allocated by distance from nodal points as follows (please see map at section 13)
- 22% of places will be allocated to applicants living closest to Cowes.
 - 22% of places will be allocated to applicants living closest to Newport.
 - 22% of places will be allocated to applicants living closest to Ryde.
 - 22% of places will be allocated to applicants living closest to Shanklin.
 - 12% of places will be allocated to applicants living closest to Freshwater.

Distance will be measured in a straight line from the main entrance of the nearest nodal point to the front door of the child's home address by computer software. A student's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent or main residence at the property concerned may be required, and for those applicants with parents that have joint or equally shared custody.

Where two or more applicants live exactly the same distance away from a nodal point, then independently verified random allocation will be used to determine which of them is allocated a place at the studio school. This includes siblings living in the same house and two or more applicants living in multiple occupancy residences eg the same block of flats.

Offers of places

All applications received after the deadline will be

considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Waiting lists

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept until 31 December 2014 and will operate in accordance with the oversubscription criteria defined above.

Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the school admission appeals and will be binding on all parties.

The studio school will be using the services of Isle of Wight Council's appeals panel. This service is independent of both Isle of Wight Studio School and Isle of Wight Council and the panel's decision will be binding. A 'Guide to parents involved in school admissions appeals is available at www.iwight.com/Residents/Schools-and-Learning/Education-Appeals/Appeal-Guide-for-Parents

Should a parent wish to make an appeal, then they should contact the clerk to the appeal panel. The clerk is independent of the school and the School Admissions and can be contacted on tel: (01983) 821000 or at Democratic Services at Isle of Wight Council, County Hall, Newport and is responsible for arranging school admission appeal panels.

In-year admission arrangements

Isle of Wight Studio School will consider all applications for years other than the normal year of entry and if the year group applied for has a place available will admit the child. If more applications are received than there are places available, the oversubscription criteria in Section 5 shall apply.

Island Free School

Opening statement

The Island Free School is a new, state funded and OfSTED regulated school offering a fully academic curriculum for Island pupils in Years 7 to 11. The Island Free School will be admitting its first cohort of Year 7 pupils in September 2014 and will be based in the south of the Island. It will be

a smaller secondary school with strong pastoral care. The school will have 125 pupils in each year group and tutor groups will have two staff allocated to them. The school has a music specialism and will offer ten per cent of places based on musical aptitude. All students will be encouraged to play at least one musical instrument.

The Island Free School will offer a fully academic curriculum to all students, taught by fully qualified staff. All students will begin their GCSE programme in Year 9 and will study subjects included in the English Baccalaureate. Students will also have the opportunity to choose a minimum of two further option subjects.

The Island Free School will have a longer than average day with a compulsory extra-curricular hour for all students offering a wide range of enrichment activities including sports, dance, drama and music. The extra-curricular hour will also be used to offer academic intervention when needed to support our pupils.

How to apply

You will find an admissions application form for The Island Free School enclosed in this information pack. There is also the opportunity to apply online by visiting our website www.theislandfreeschool.org. There will be more information and application forms available at all promotion and consultation events from the 1 September 2013.

If you are completing the application form in this pack, please return along with the Common Application Form (CAF) to: School Admissions, County Hall, Newport, Isle of Wight.

In addition to applying to the Island Free School, parents will also need to fill in a local authority common application form (CAF) and apply for a place at one of the other Island secondary schools as an insurance against not being successful in gaining a place at the Island Free School.

Deadlines for applying

The deadline for returning your application form The Island Free School is 2 December 2013. However, you must return your completed CAF to County Hall by 31 October 2013.

The policy for admission to the school

This admissions policy is a provisional policy and will be ratified after a period of consultation of not less than eight weeks between November 2013 and March 2014.

The governors' admissions panel will admit 125 pupils to Year 7 in September 2014. If the number of applications to The Island Free School is less than the admission number then all children will be offered places, no matter where they live.

Should there be more applications than the 125 places available, each application will be considered equally and in accordance with the school's admission policy.

How are places allocated?

In establishing The Island Free School, we wanted all parents on the island to feel as though their child has the opportunity of attending the school, regardless of their position or address on the Isle of Wight. We will admit pupils in one of three categories.

- Assisted music programme (10%).
- By distance from school (45%).
- Island wide area (45%).

More detail about these categories will be found below.

Oversubscribed admissions policy

If there are more applicants than places available, the criteria listed below will apply, after the admission of children with a statement of special education needs which names The Island Free School, the oversubscription criteria will be:

- A** Looked after children or previously looked after children who were looked after, but ceased to be so because they were adopted or given a residence or special guardianship order.
- B** Siblings: Children with a sibling attending the school at the time they would be admitted. We define siblings as children who live together as brother or sister in the same residence, including natural brothers or sisters, adopted siblings, stepbrothers or stepsisters and foster brothers or sisters, but not cousins.
- C** Assisted music programme: Up to 12 pupils each year will be selected on their musical aptitude and this will be determined by an assessment taken by the pupil. Details of the assessment can be obtained from the school's website. Assessments will be conducted in the January before the September of entry. If children apply for a place based on musical aptitude but are not successful in obtaining a place, their application will still be considered according to sections G and H below.
- D** Children of staff: There are two criteria we will use in admitting the children of staff to our school:
 - (i) Where a member of staff has been working for the school for a period of two years or more they may enrol their children.
 - (ii) Where a member of staff fills a vacant post at the school for which there is a demonstrable shortage they may enrol their children.
- E** Founders children: These are the children of founders who have helped set up the school from the very beginning. (We are currently seeking approval for this from the Secretary of State).
- F** Distance from school: Half of the remaining intake will be taken from the local area around the school. Places will be offered to those pupils who live closest to the school as measured from the school gates to the child's front door. This will be a straight line measured by the

local authority's geographical information system (GIS). The address for a child must be the address of the parent/carer with whom the child lives for the majority of the time and who has parental responsibility (we may require documentary evidence). If a child regularly lives at more than one address, the governing body reserves the right to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where child benefit is paid and where the child is registered with a doctor.

- G** Island area – The remaining places will be allocated by random selection from all other applicants who fall outside the distance from school area. This process will be overseen by an independent adjudicator from the local authority.

Tiebreaker

In the event of two or more applications tying when the above admission criteria is applied, the positions will be determined by random allocation and as above will be overseen by someone independent of the school. However, if the tiebreaker for a place at our school is between two siblings living at the same address we will admit both children as we believe strongly that siblings should be kept together.

Offer of a place

Offers of a place at the school will be made by the governor's admissions panel on 3 March 2014 (national offer day). For those who are unsuccessful there will be the opportunity to go on the schools waiting list and if parents wish to appeal the decision by the school there will be information in the letter outlining their right to appeal and details of the appeals process. The governor's admissions panel reserve the right to withdraw an offer of a place before September 2014 where it is found that it has been made on the basis of a false or misleading application from a parent.

Right to appeal

If the governors are unable to offer a place at the school, parents have the right of appeal to the independent appeal panel. They have 20 days from the date the letter of refusal was posted to prepare and lodge their written appeal.

How do I apply at other times?

Applications for a place at other times of the year will be considered. Information and application forms may be obtained directly from the school, and then returned to the school once completed.

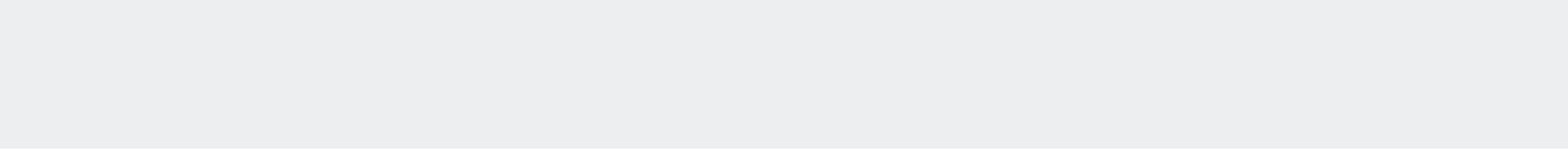
Waiting list

All pupils who applied to the school but were not given an offer of a place will be placed on our waiting list, unless parents tell us otherwise. If a space becomes available at the school we will allocate pupils from our waiting list in the following way:

- Distance – If a space becomes available from this category then we will admit the next pupil on our waiting list that lives the closest to the school geographically.
- Island-wide area – If a space becomes available from this category then they will be allocated a place by random allocation and for each child to be allocated a place from this category a new round of random allocation must be carried out.

The waiting lists will be maintained by the office manager at the Island Free School. Towards the end of each academic year parents whose children are on the waiting list will be contacted and asked if they wish to remain on the waiting list for the next academic year.







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 جهدا 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 Isle of Wight Council

County Hall, Newport,
Isle of Wight PO30 1UD

Tel: (01983) 821000

Email: school.admissions@iow.gov.uk

Web: www.iwight.com/schooladmissions