



## Admissions Policy (revised)

Document produced by: Matt Messias, The Principal

Date produced: January 2017

Adopted by Governing Body: May 2017

Adopted by Directors: February 2018

To be reviewed: January 2019

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## 1. Introduction

Atrium Studio School is a member of the South Dartmoor Academy Trust. The members of the Trust are:

- Ashburton Primary School
- Atrium Studio School
- Buckfastleigh Primary School
- Ilsington Church of England Primary School
- Moretonhampstead Primary School
- South Dartmoor Community College.
- Widecombe-in-the-Moor Primary School.

Atrium Studio School is an award-winning school which aims to develop leaders of the future in the Built Environment.

Our students work towards achieving an extensive suite of GCSE qualifications at KS4. We encourage and support our students to become independent, reflective and motivated learners. We teach them the knowledge, skills, attitudes and dispositions they need, and how to adapt and apply what they learn. We want them to flourish in a world that is constantly changing.

Project-based learning is a key feature of our curriculum delivery and ensures that students understand the relevance and practical application of their studies. During 'Flexible Fridays', students in years 9 and 10 get the opportunity to learn through enterprise projects based in school, in local businesses and in their surrounding communities.

The evidence suggests that embedding this creative style of learning and an ability to respond successfully to change is vital if the UK is to compete in an increasingly globalized economy. We want our students to be the leaders of the future in the Built Environment industries and beyond.

Every Year 10 and 11 student will also undertake regular work experience to gain valuable employability skills.

At Sixth Form level, students are offered the opportunity to work towards other pertinent Level 3 qualifications alongside more traditional A Levels.

## 2. Visiting Atrium Studio School

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit Atrium Studio, you should contact us to make an appointment. We hold open evenings throughout the year. If you are considering an in-year application, you are welcome to contact us and make an appointment to visit at any time.

## 3. Admissions Policy

Atrium Studio School adopts fair practices and arrangements that are in accordance with the School Admissions Code, the School Admissions Appeals Code and admissions law.

- **Applications for a Year 9 Place**  
Applications for places at the Atrium Studio School at Year 9 will be made directly to the school.
- **Applications for a Sixth Form Place**  
Applications for places at Atrium Studio School Post-16 provision will be made directly to the school.

Atrium Studio School will consider all applications for places at the school. Where fewer than the published admission number(s) for the relevant year groups are received, Atrium Studio School will not refuse any application from an eligible student. All students with Statements of Special Educational Needs, where Atrium Studio School is named on the statement, will be admitted to the school before all other applicants.

Other children join us “in-year” at other times, once a year group has already started. This may be because they are new to the area and need a school place, or simply would like to transfer from another school.

#### **Admissions Outside a Child’s Normal Age Group**

Parents can request a place in a different year group if, for example, a child is particularly gifted or talented or has missed a significant period of education through ill health. We will consider each request on its own merits. There is a statutory right of appeal if this is refused, unless we offer a place in the child’s normal age group.

### **4. What Happens Next**

If there are fewer applications than places, then no application will be refused. Only if there are more applications than there are places available will the school prioritise applications according to the oversubscription criteria below.

**On 1 March 2018** Atrium Studio School will inform parents/carers if their application has been successful. Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself.

#### **Documentary Evidence**

Once a place has been offered to a child, evidence of the child’s identity may be requested – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school.

### **5. The Published Admission Number (PAN)**

This is the number of places we intend to make available for our normal intake. Once we set this number, we will not refuse admission for applications below the PAN.

The Year 9 PAN for the entire academic year 2018-19 is **75**.

The Years 12 PAN for **2018-19** is **75**.

Atrium Studio School’s full capacity is **375** pupils.

## 6. Sixth Form

Both internal and external pupils wishing to enter the Sixth Form will be expected to have met the minimum academic entry requirements for the Sixth Form.

Specific courses may have additional entry requirements above the school's minimum entry requirements. If either internal or external applicants fail to meet these minimum course requirements, they will be given the option of pursuing alternative courses for which they do meet the minimum requirements, if that course is provided by the Atrium Studio School.

When there are more external applicants that satisfy the entry requirements than the number of Post-16 places available, the oversubscription criteria will apply.

## 7. Guidance Notes for Sixth Form Students

We offer full-time study arrangements. We invite students to opt for the courses they will enjoy and where they are likely to meet the entry requirements.

There are some compulsory elements of study at Post-16, including English and/or Mathematics GCSE retake or equivalent if students have not achieved a C grade or above in these subjects, and an enrichment element.

The purpose of the enrichment element (each Wednesday afternoon) is to ensure students are being adequately prepared for further study or employment through pursuing a broad and balanced Post-16 curriculum. Enrichment studies vary from accredited through to non-accredited courses, work experience or volunteering.

Please contact Atrium Studio School to discuss options available.

## 8. The Oversubscription Criteria (for each year of entry)

**If there are more applications than places for in-year admissions to Years 9, 10 or 11:**

Any child whose Statement of Special Educational Needs names Atrium Studio School will be admitted.

Where the number of applications exceeds the number of places available (the agreed admission limit), the Trust will use the following oversubscription criteria to prioritise applications:

- 1. Children in Care, or who were in Care but ceased to be in Care because they were adopted after 31 December 2005 or made the subject of a residence order or a special guardianship order.**
- 2. Children for whom an exceptional medical or social need is demonstrated.**
- 3. Children who live in the school's designated area, with a sibling on roll at application.**
- 4. Children whose parents are staff at the School.**
- 5. Other children who live in the school's designated area.**
- 6. Children who live outside the school's designated area, with a sibling on roll at application.**
- 7. Other children.**

### **If there are more applications than places for in-year admissions to Years 12 or 13:**

Any child whose Statement of Special Educational Needs names Atrium Studio School will be admitted.

Where the number of applications exceeds the number of places available (the PAN or other agreed admission limit), the Trust will use the following oversubscription criteria to prioritise applications:

- 1. Children in Care, or who were in Care but ceased to be in Care because they were adopted after 31 December 2005 or made the subject of a residence order or a special guardianship order.**
- 2. Children for whom an exceptional medical or social need is demonstrated.**
- 3. Children who live in the school's designated area, with a sibling on roll at application.**
- 4. Children who live outside the school's designated area, with a sibling on roll at application.**
- 5. Other children.**

#### **Tie-Break**

- In the event of a tie-break within any of the four oversubscription categories, where two or more applicants cannot otherwise be separated, priority will be given to those who live closest to Atrium Studio School as measured by an electronic mapping system from front door to main entrance distance, calculated by a web-based system in use at the time of allocation. If distances are equal, an independently verified random allocation system will be used to determine the allocation.
- **\*The Home Address** - You must state the address where your child lives most of the time and where they will be living on the closing date for applications. Council records may be checked to see if you are registered at the address that you put as your child's address.
- If we are unable to confirm that they live at that address, we will contact you to ask for further documentary evidence. You must not use a business address, child-minder's address or any address other than your home. You should be aware that the school will investigate any instance where suspicion arises. If a place is offered on the basis of false information, the place will be withdrawn.
- 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 residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Studio School that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.
- **\*\*Siblings** - Siblings are defined as brother or sister, including step-brothers, step-sisters, half-brothers, half-sisters and adopted/foster brothers and sisters and children of parents who are married or cohabiting, where the parents and children live together at the same permanent address. However, where the school is over-subscribed no guarantee can be given that places will be available for brothers and sisters. This might mean that the final place in a year group may be offered to one of twins or other multiple births and not the other(s).

## **9. Late Applications**

Applications received after the closing date of the admissions window may only be considered after those applicants who have applied on time, if places have not been allocated. A late application will not affect the right of appeal or the right to be placed on the waiting list.

Following the admissions closing date, any late applicants will be allocated a place on a first-come-first-served basis, if the school has places available. Atrium Studio School will ensure that someone independent of the school supervises the random allocation process.

## 10. Waiting List Provisions

Where, in any year, Atrium Studio School receives more applications than there are places available, a waiting list will operate until 31st December of the same year. The waiting list will be maintained by the Studio School and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Position on the waiting list and allocation of places will be determined solely in accordance with the oversubscription criteria outlined above. When a place becomes available, the name at the top of the list will be automatically contacted.

## 11. In-Year Admissions

Parents should apply via Atrium Studio School. If the year group in which a place has been applied for has a place available, then a place will be allocated. In the instance of the school being over-subscribed, then the application will be considered using the over-subscription criteria above, with the opportunity for the child to be placed on the waiting list in accordance with the over-subscription criteria ranking. Anyone refused a place will have the right to appeal to an independent appeal panel.

## 12. The Appeals Process

If your child is not offered a place at Atrium Studio School, you have the right to appeal. You must write to Atrium Studio School stating that you wish to appeal and the forms will be sent to you directly. Your letter must be sent to the school.

Atrium Studio School Appeals Process is compliant with the School Admission Appeals Code. The Studio School will arrange for an Independent Appeals Panel to consider the reasons for refusal and your reasons for wanting to attend Atrium Studio School. The panel will consist of three people (two will have education experience and one will be independent with no education experience). The panel will consider the case put forward, taking in view the admission arrangements for Atrium Studio School and the reasons why you want to attend this particular school. The panel must exercise its discretion by balancing the weight of arguments.

Atrium Studio School will provide parents/carers with the right to attend the Appeal Panel meeting in person. Notification of the appeal date will be sent at least fourteen days prior to the hearing. The decision of the Independent Appeals Panel is binding on the admissions authority and the parents.

## 13. Withdrawal of an Offer of a Place

Atrium Studio School may withdraw an offer of a place where a parent fails to respond to an offer within a reasonable timescale, or the place was offered on the basis of a fraudulent or misleading application.

## 14. Contacts and Further Information

The Education of Funding Agency (EFA) –  
Bristol  
Freshford House, Redcliffe Way, Bristol  
BS1 6NL Telephone 0370 000 2288

Office of Schools Adjudicator  
Telephone 01325 735303  
[www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)

Education Transport Team  
Telephone contact through *My Devon* on 0845  
155 1019 [www.devon.gov.uk/school\\_transport](http://www.devon.gov.uk/school_transport)

The Department of Education  
(DfE) Telephone 0870 000 2288  
[www.education.gov.uk](http://www.education.gov.uk)

Devon County Council Policies  
Available at  
[www.devon.gov.uk/admissionarrangements](http://www.devon.gov.uk/admissionarrangements)

Education Welfare Service  
Telephone contact through *My Devon* on 0845  
155 1019  
[www.devon.gov.uk/education\\_welfare](http://www.devon.gov.uk/education_welfare)

Children's Education Advisory Service  
Telephone 01980 618244  
Trenchard Lines, Upavon, Pewsey, Wiltshire  
SN9 6BE [enquiries@ceas.detsa.co.uk](mailto:enquiries@ceas.detsa.co.uk)