



Joseph Swan Academy

Admissions Policy

(Incorporating Sixth Form admissions policy)

2019 - 2020

To be reviewed September 2019

Admission Policy 2019/2020

The Planned Admission Number for Year 7 from September 2019 is **210**.

We offer places at our Academy using the admission criteria given below and we follow Gateshead Council's requirements in their co-ordinated admission scheme.

The admission policy is as follows:

- We normally admit students between the ages of 11 and 19 years of age
- We will accept students up to the Academy's agreed planned admission number for the year group unless we feel there are lawful grounds not to do so

Oversubscription Criteria

We will consider applications from parents who have named the Academy as any ranked preference on the application form this is called the equal preference system. If there are more applications for the number of places available at the Academy we will then allocate places by using the following order of priority:

- (1) Children in Public Care (and as deemed under Section 22 of the Children Act 1989) including a child who was previously "looked after" but immediately after being "looked after" became subject to an adoption, residence, or special guardianship order (see definition*)
- (2) Children who live in the school's catchment area
- (3) Children who will have a brother or sister at the secondary school during the coming academic year
- (4) Other children who have exceptional medical and social grounds see point 1 below
- (5) All other children

(*see definitions of our criteria in priority 1 and 3 above at www.gateshead.gov.uk)

Point 1- We can consider individual applications in cases involving exceptional medical or social needs. This kind of application must be supported in writing from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why Joseph Swan Academy is the most suitable and what difficulties would be caused if your child were to attend another school. We will not consider such applications if the relevant evidence is not provided. Each case will be considered by the Pupil Placement Panel. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

Tie breaker

If within any of the above criteria there are more applicants than places available priority will be given to those children based on the distance they live from the Academy, measured 'as the crow flies' in a straight line from the centre of the home residence to the Academy's main entrance. Children living nearest to the Academy will have priority. Where two or more applicants share the exact same distance, a random allocation process will be used to determine the ranked order of the applications in question.

Sibling link

For your child to receive priority because of an older brother or sister in the Sixth Form at the Academy, the brother or sister must have been at the Academy at the start of Year 11.

Address

For the purposes of deciding whether a child lives in the catchment area of the Academy we will use the parent or carers address or the address of a relevant adult who has parental responsibility, as defined under the 1989 Children Act, for the child.

Waiting list

If places become available we will consider all relevant applications using a waiting list. The waiting list will be maintained by the council from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list are placed according to the admission criteria and priorities set out above. However children who are the subject of a direction to admit by the LA or who have been referred for admission and have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list.

Important Dates

From Monday 10th September 2018 Gateshead Residents can apply on-line at www.gateshead.gov.uk.

Applications must be submitted by **Wednesday 31st October 2018**.

If your child lives in Gateshead and attends a Gateshead school and is due to transfer to secondary school you will receive information via your child's school on Monday 10th September 2018. If you complete a paper application form you must return it to The School Admissions Team, Dryden Centre, Evistones Road, Gateshead, NE9 5UR by **Wednesday 31st October 2018**.

If your child does not attend a Gateshead school but lives in Gateshead, you can apply online at www.gateshead.gov.uk/schooladmissions. Alternatively you can request a paper application form from The School Admissions Team on telephone number 0191 433 2757. Paper applications must be submitted by **Wednesday 31st October 2018**.

If you live outside Gateshead and want to apply to a Gateshead school you must obtain an application form from your own Council and return it to them by their closing date or apply through their on-line application system. However you must still consider the information in Gateshead Council's "Admission to Secondary school" booklet so that you know what the admission arrangements are to Gateshead schools. This information is available at www.gateshead.gov.uk. Your own Council will send us notification of your application and they will let you know the final allocation of a school place for your child.

Offer Date

A letter will be sent to parents resident in Gateshead on or around 1st March 2019 informing them of the school they have been offered for their child. Gateshead residents who apply online are also informed by email on 1st March 2019.

General Information and definitions

For information on our admission arrangements and definitions of the terms used in this policy please refer to Gateshead Council's "Admission to Secondary school" booklet for 2019 at www.gateshead.gov.uk. The co-ordinated admission scheme and Catchment areas referred to in this policy can also be viewed at School Admissions Team, Dryden Centre, Evistones Road, Gateshead NE9 5UR and on their website given above.

Admission Policy - Sixth Form Admission Policy September 2019 Applications for Year 12

Admission number for Year 12 external student admissions - 40

The Academy provides courses of study for post 16 (Sixth Form) students. The majority of the Sixth Form students transfer from Year 11, but we normally have places available for external students.

The entry requirements for Sixth Form are largely dependent on the course of study that a student wishes to access. They are the same for internal and external students.

In general, students wishing to access Advanced Level courses must possess a minimum of 4 GCSEs at grade C. To access Intermediate Level courses, some GCSE passes at grade D/E and/or appropriate Level 1 qualification(s) are required. There are no specific qualifications required for entry to Foundation Level courses.

Details of specific entry requirements and courses available may be obtained from the Academy. The availability of courses is dependent upon the number of applicants and the financial sustainability of the course and the governing body of the Academy.

In the event of oversubscription priority will be given to:

1. Students who have attended the Academy in the previous academic year (during Year 11) and who satisfy the Academy's entry requirements for the course available.
2. All other students of the relevant age who satisfy the Academy's entry requirements for the course available.

Where there are more applicants than places available in any of the priorities above we will then give priority to children in the following order:

- (a) Children in Public Care (and as deemed under Section 22 of the Children Act 1989) including a child who was previously "looked after" but immediately after being "looked after" became subject to an adoption, residence, or special guardianship order (see definition*)
- (b) Students who live in the catchment area of Joseph Swan Academy
- (c) Students who will have a brother or sister at Joseph Swan Academy during the coming academic year
- (d) All other students

(*see definitions of our criteria in priority (a) and (c) above in Gateshead Local Authority's parent's information booklet and at www.gateshead.gov.uk)

Applicants refused admission to a Sixth Form are entitled to appeal to an independent appeals panel. Information is available from the LA at www.gateshead.gov.uk