

# **ADMISSION ARRANGEMENTS FOR STUDENTS TO QUEENSBURY SCHOOL (with effect from September 2010)**

## **ADMISSION OF STUDENTS**

Queensbury School is a 13-18 co-educational comprehensive school, with one admission age group. Admission to Queensbury School is the responsibility of the Governors of the School in their capacity as an admissions authority.

Students are admitted at age 13 without reference to ability or aptitude. The Governors will admit 300 students (the admission number) per academic year to Year 9.

In the event of there being more applications to Year 9 than there are places available (the admission number) the Governors will allocate places using the criteria and order of priority set out below. Only applications received by the closing date set will be considered.

1. all 'looked after' children \*
2. applicants resident in the current (1988) Queensbury School catchment area \*\* at the time of application;
3. siblings \*\*\* of students attending Queensbury School;
4. applicants with very exceptional medical reasons \*\*\*\* (supported by a doctor's letter)
5. applicants for whom Queensbury School is the nearest upper school to their home measured in a straight line;
6. any other applicants.

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to a central marked point on the School site (rear corner of the Central Building). Priority will not be given within each criterion to children who meet other criteria.

Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the Statement, even if the school is full. Pupils identified for admission through the In-Year Fair Access Protocol will also be admitted even if the school is full, when it is in accordance with any protocol agreed with a group of schools.

A place at the catchment area school will normally be offered if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a student moves into the catchment area outside the normal admissions round (or after the allocation process has been completed), there will be no guarantee of a place at Queensbury School, if this would mean exceeding the admission number.

The school allocates places on an equal preference basis as explained in the Local Authority School Transfer Booklet and is a part of the Local Authority co-ordinated admissions process.

Parents whose applications for a place are unsuccessful have the right to appeal to an independent panel against the decision and should do so, in the first instance, in writing to the Clerk to the Appeals Panel, Committee Services, County Hall, Bedford, by the given date. One appeal per student will be granted. Parents not offered a place are kept on a Waiting List in criteria order, to be re-allocated if places become available. The Waiting List will be maintained until the Christmas Holiday. Parents wishing to remain on the waiting list beyond this point need to notify the school in writing during the December of the Autumn Term of Year 9.

## Definitions

### \* **“Looked after” children**

A “looked after” child is defined by the Children Act 1989 as a child/young person who is accommodated by the local authority (Section 20) or a child/young person who is the subject of a full or interim Care Order (Sections 31 and 38).

### \*\* **Home Address**

A pupil’s home address will be regarded as the address of the parents or carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

### \*\*\* **Sibling**

A sibling refers to a 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 at the same address. That sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

### \*\*\*\* **“Very Exceptional” Medical Grounds**

“Very exceptional” medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child’s needs. A Medical Report from the child’s doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The comments of the Local Authority’s medical officer may be sought to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent, brother or sister or other relative/childminder.

**The Local Authority’s** “Transfer to Upper School Application Form”, accompanied by an information booklet, will be given to all Year 8 students due to transfer to an Upper School in September 2010 by their Middle School. Parents can also apply using the on-line application procedure (see details in the booklet). When completed, this form must be returned by the deadline on the form.

The allocation of places will take place after this deadline and parents will be notified on the national offer day in early March 2010, by the Schools Admissions Service, whether their applications have been successful. Parents who make applications after the official deadline, even if they live in, or move into the Queensbury catchment area, will **not** be entitled to automatic places, if this would mean exceeding the Published Admission Number of 300.

If your child is attending an independent school or a school outside Bedfordshire, please contact the school for further information (01582 601241).

Requests for admission into other year groups should be made on the In-Year application form and in accordance with the Local Authority’s co-ordinated scheme for In-Year admissions. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website.

**ADMISSION ARRANGEMENTS FOR  
SIXTH FORM STUDENTS TO QUEENSBURY SCHOOL  
(with effect from September 2010)**

Queensbury welcomes applications into its Sixth Form from students without reference to ability or aptitude. However, students will only be offered places subject to them achieving the entry requirements for the level of course they wish to study as well as the subject specific requirements, as outlined in the Sixth Form Prospectus.

The Governors will admit up to 300 students, including a minimum of 10 external candidates, per academic year to Year 12.

If the number of applications exceeds the relevant admission number the following criteria will be applied, in the order set out below, to decide which students to admit.

- a) "Looked after" children
- b) Students studying at Queensbury School at the time of application
- c) Students living within the designated "catchment area"
- d) Siblings of children currently attending Queensbury School.
- e) Any other students, by shortest distance, measured in a straight line, between the centre of the school site and where the applicant lives. Those living closer to the school being accorded higher priority

Details of the application process for Queensbury Sixth Form are available within the Sixth Form Prospectus or from the school website. Applications will only be considered if the admission number has not been exceeded and they will be considered on a "first come first served" basis.

The allocation of places will take place and parents will be informed by the end of March as to whether a conditional place (subject to the student meeting the entry requirements) will be offered.

If the admission number is exceeded a waiting list will be maintained until the October Half Term.