

Bicester Technology Studio Proposed Admissions Arrangements for 2016/17

PROCEDURE FOR ADMITTING PUPILS TO THE BICESTER TECHNOLOGY STUDIO

Published Admission Number(s)

1. The Bicester Technology Studio has the following published admission number (PAN) for the Technology Studio for the year 2016/2017 and for subsequent years:

- (a) The PAN eventually will be 60 for Year 10. As the Technology Studio builds to full capacity intake will be restricted to 40 in 2016, 50 in 2017 and 60 for each subsequent year thereafter.
- (b) Given no internal students will transfer from year 11 to year 12 in the first two years of operation, the PAN for Year 12 in 2016 will be 70 and 80 in 2017. From 2018 Bicester Technology Studio will operate a sixth form for a total of 180 students. In 2019 and 2020 the sixth form will have a total of 190. If fewer than the expected number of the Technology Studio's own Year 11 students transfer to Year 12, additional external students will be admitted until Year 12 meets its capacity of 105.

	2016 (PAN)	2017 (PAN)	2018 (PAN)	2019 (PAN)	2020 (PAN)	2021 (PAN)
Year 10	40	50 (40)	60 (50)	60 (60)	60 (60)	60 (60)
Year 11		40	50	60	60	60
Year 12	70	80	95 (55)	95 (45)	105 (45)	105 (45)
Year 13		60	70	85	85	85
TOTAL	110	230	275	300	310	310

Note : The figures in brackets refer to the Published Admissions Number (PAN). The Y12 PAN from 2018 onwards is a minimum number of external places. The actual number of places available will certainly be higher due to students leaving for other destinations at the end of Y11.

Process of Application

2. Arrangements for applications for places at Bicester Technology Studio sixth form will be made directly to Bicester Technology Studio.
3. Arrangements for applications for places at Bicester Technology Studio at Year 10 will be made in accordance with Oxfordshire County Council's co-ordinated routine admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority. The process will enable parents to apply to the Technology Studio before the national closing date for applications of 31 October.

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Bicester Technology Studio will use Oxfordshire County Council's timetable for applications to Bicester Technology Studio each year (exact dates within the months may vary from year to year).

4. The current timetable, which is agreed by Oxfordshire County Council, local schools and Academies is:
 - (a) Bicester Technology Studio will provide information to the LAs by May 2015 for sign posting to enable parents to view the determined arrangements.
 - (b) September: Bicester Technology Studio will publish in its composite prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2015 for admission in September 2016). This will include details of open evenings and other opportunities for prospective students and their parents to learn more about the Technology Studio.
 - (c) September/October: Bicester Technology Studio will provide opportunities for parents to have taster sessions and learn more about the Technology Studio.
 - (d) 31 October: Deadline for Common Application Forms to be completed and returned to the applicant's home LA by the published closing date.
 - (e) Early December: LAs exchange information on applications.
 - (f) Early December: Oxfordshire County Council sends Technology Studio applications to Bicester Technology Studio.
 - (g) Mid-January: Bicester Technology Studio sends ranked list of students (through application of over subscription criteria) to be offered places to Oxfordshire County Council.
 - (h) January: Oxfordshire County Council applies agreed scheme for own schools, informing other LAs of offers to be made to their residents.
 - (i) 1 March or nearest working day: Oxfordshire County Council makes offers to Oxfordshire parents. Other Local Authorities will make offers to their home residents.

Consideration of Applications

5. The Bicester Technology Studio will consider all applications for places at Bicester Technology Studio. Where fewer than the published admission number(s) for the relevant year groups are received, the Bicester Technology Studio will offer places at Bicester Technology Studio to all those who have applied, though the Bicester Technology Studio will apply a minimum criterion (in Section 12 below) in relation to academic entrance requirements for admission or transfer to the Bicester Technology Studio sixth form.

Admission arrangements for 14-16 provision

6.
 - (a) The Technology Studio is a regional facility but gives priority to applications from catchment areas which include Bicester and its immediate semi-rural neighbourhood as well as surrounding areas of north Oxfordshire, including Banbury, Bicester, Brackley, Buckingham, Chipping Norton, Kidlington, Milton Keynes, Oxford, Thame, Witney, Woodstock as listed in Appendix A.

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- (b) As per clause 2.17 of the Schools Admissions Code (Admission of children outside their normal age group), parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group at the Technology Studio. Decisions to admit will be on the basis of the circumstances of each case and subject to the Technology Studio's oversubscription criteria. Parents will be informed of their statutory right to appeal. However, this right does not apply if they are offered a place in another year group at the Technology Studio.

Special Education Needs

7. At Year 10, all pupils with Education, Health & Care Plans, where Bicester Technology Studio is named on the statement, will be admitted. At Year 12, all pupils with Education, Health & Care Plans, where Bicester Technology Studio is named on the Plan, and who meet the minimum entry requirements for Year 12 will be admitted.

Procedures where Bicester Technology Studio is oversubscribed

8. After the admission of these pupils, and where the number of applications for admission is greater than the published admissions number, applications will be considered in order against the criteria set out below:
- a) Looked after children; or a child who was previously looked after but immediately after being looked after became subject to an adoption order, residence, or special guardianship order. 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.
 - b) Children who attend The Bicester School (formerly the Bicester Community College) – part of the same Multi Academy Trust as Bicester Technology Studio. Applicants who have been on the admission roll at the Community College at the close of the previous year. Where the numbers of applicants in this criterion exceeds the number of places, offers will be determined by random allocation.
 - c) Siblings of students in attendance at the Technology Studio in Years 10 to 12 at the time of application. These include brothers and sisters, half brothers and sisters and step brothers and sisters who share the same home. These also include adopted and foster brothers and sisters who share the same home.
 - d) Remaining places will be allocated as follows:
 - i. 30% of places to applications within catchment area one, which includes all postcodes in OX 25, OX26 and OX 27
 - ii. 30% of places to applications within catchment area two, which includes all postcodes in OX3, OX5, OX20, OX27, OX33, HP18, MK18 and NN13
 - iii. 30% of places to applications within catchment area three, which includes all postcodes in OX1, OX2, OX4, OX7, OX9, OX15, OX16, OX17, OX28, OX29,

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OX44 and HP22

- iv. The remaining 10% of places would be allocated to pupils living outside of the postcodes listed above, with those living closest to the front gates of the school (straight line distance) being admitted.
 - v. In the event of two applicants living exactly the same distance from the school, that is the distance between the home address and the school entrance a tie-break through random selection will determine which pupil is admitted. This applies to both groups above and those applicants not admitted, should they wish, will be placed on the waiting list as detailed below.
- 9.
- (a) If the number of applicants within any one area exceeds its allocated number of places, places will be allocated randomly to the applicants within that area. Bicester Technology Studio will ensure that someone independent of the Technology Studio supervises the random allocation processes, as detailed in Section 10 below.
 - (b) In the event that places allocated to a particular group of post code areas are not filled, the balance of places will first be allocated for children resident in any of the remaining catchment areas by random allocation.
 - (c) In the event that places allocated to all the post code areas are not filled, the balance of places will be allocated to those applicants who live outside of the catchment areas using random allocation.
 - (d) Applications from sets of twins or other children from multiple births will be treated as individual applicants. This may result in one child being allocated a place under random allocation and another not.

If we are unable to distinguish between applicants (for instance, because they are children who are as a result of multiple birth or live in the same block of flats) then the child or children who will be offered the available place(s) will be randomly selected. Unsuccessful applicants will have a right of appeal to an independent admission appeals panel.

Random Allocation

10. The random allocation process will involve the following:
- (a) Using a random number generator each applicant will be electronically allocated a number within each category.
 - (b) Applicants will be randomly selected using an electronic system in order to decide which applicant should take priority in each category.
 - (c) Any subsequent places offered from the waiting list will be offered using a fresh round of the random allocation process. This will include applications that have been accepted after the closing date. The process will be supervised by a person that is

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independent of the Bicester Technology Studio. That person will check that each of the above stages is properly carried out.

Late Applications

11. (a) Applications received after the closing date will only be considered alongside those applicants who have applied on time if places have not been allocated and there are exceptional reasons for the late application, e.g. a major change of circumstance. A late application will not affect the right of appeal or the right to be placed on the waiting list.
- (a) Other late applicants will only be considered alongside those on the continued interest (waiting list) if places have become available, and will be allocated in line with the over-subscription criteria listed in Sections 8 and 9 above.
- (b) The timetable for the second allocation round for late applications is as follows:
- 31 October 2015 - Closing date for on-time applications
 - 2 March 2016 - Letters (and email if you applied online) offering a school place will be dispatched on this date
 - 16 March 2016 - Deadline for response forms, putting names on continued interest (waiting) lists, adding new preferences or making late applications
 - 23 March 2016 - We start considering late applications and waiting lists
 - 4 May 2016 - Letters offering places dispatched on this date
- (c) Where fewer than the published admission number(s) for the relevant year groups are received, the Bicester Technology Studio will offer places at Bicester Technology Studio to all those who have applied.

Post 16 admission criteria

12. The Bicester Technology Studio will apply a minimum criterion in relation to academic entrance requirements for admission or transfer to Bicester Technology Studio sixth form. In order to gain entry to the sixth form, both internal and external applicants must have passed English and Maths at grade A*-D. However, they will only be admitted to follow Level 3 vocational courses if they achieve 5 GCSEs at A*-C inc. English and Maths, in which case they also have the option of studying for A levels. Some individual A level courses will also have a minimum requirement for study. The Bicester Technology Studio Prospectus will contain minimum entry requirements for each pathway and course.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more applicants that satisfy the minimum academic entrance requirements than the number of post-16 places available and after the admission of pupils with statements of Special Educational Needs where Bicester Technology Studio is named on the statement (and who meet the minimum academic entrance requirements), the criteria will be applied in the order of the oversubscription criteria set out in Sections 8 and 9 above.

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13. Applications for entry in September 2016 must be sent to the Technology Studio to arrive by 1 February 2016. Applications received after this deadline will be considered if space is still available or if space subsequently becomes available at a later stage in the admissions and enrolment process.
14. There will be a right of appeal to an Independent Appeals Panel for internal pupils or their parents refused transfer and external applicants (child and/or parent) refused admission but where both appeal, the appeal will be heard together.

Operation of waiting (or 'continued interest') lists

15. Subject to any provisions regarding waiting lists in Oxfordshire County Council's co-ordinated admission scheme, Bicester Technology Studio will operate a waiting list until the end of the academic year (31st July). Where in any year Bicester Technology Studio receives more applications for places than there are places available, a waiting list will be maintained by Bicester Technology Studio 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.
16. Children's position on the waiting list will be determined in accordance with the oversubscription criteria set out in Section 8.
17. Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Arrangements for admitting pupils to other year groups, including replacing any pupils who have left Bicester Technology Studio

18. Bicester Technology Studio will participate in Oxfordshire County Council's In Year Fair Access Protocol.
19. 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 Technology Studio Trust will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria in Section 8, or for post-16 places Section 11, shall apply. Parents, and/or young person in the case of 6th form, whose application is turned down shall be entitled to appeal.

The Appeals Process

20. There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

Unsuccessful applicants may appeal for a place at Bicester Technology Studio. Parents or young person (6th form) wishing to appeal should write to Bicester Technology Studio stating the reasons for their appeal. The letter should be addressed to the Clerk to the Governors, Bicester Technology Studio, c/o Activate Learning, Oxford, OX1 1SA. Appeals will be heard by a panel which is independent of Bicester Technology Studio and the governors.

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21. For sixth forms where the offer of a place is conditional upon the results of the minimum academic entry requirements depending on what they are progressing to (as per Section 12), appeals will be heard within 30 school days of confirmation of those results. Where the offer of a place is not conditional upon these results, appeals will be heard within 40 school days of the deadline for lodging appeals.

22. As the Year 10 entry is following secondary timelines then the Technology Studio will follow the timetable in Section 4, i.e. deadline for lodging appeals will allow appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

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Appendix A - Catchment Area

- Area 1:** OX25, OX26 and OX27
- Area 2:** OX3, OX5, OX20, OX27, OX33, HP18, MK18 and NN13
- Area 3:** OX1, OX2, OX4, OX7, OX9, OX15, OX16, OX17, OX28, OX29, OX44 and HP22

