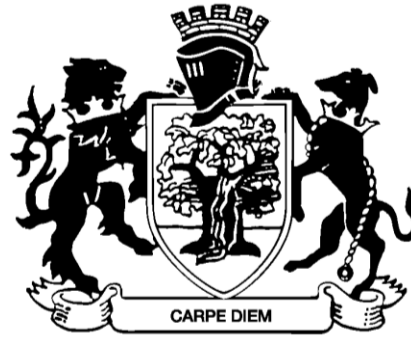


# THE WEST BRIDGFORD SCHOOL

## PROSPECTUS SUPPLEMENT



# 2017-18

Registered office:

Telephone:

Email:

Website:

Loughborough Road, West Bridgford, Nottingham NG2 7FA

(0115) 9744488

[adminoffice@wbs.school](mailto:adminoffice@wbs.school)

[www.wbs.school](http://www.wbs.school)

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## GOVERNORS

### PARENT / COMMUNITY

Mr Pritchard (Chair)

Mrs Fitchett

Mr Campbell

Ms Chowdhery

Mr Booth

Mrs Thomas

Dr Collins

Cllr Wheeler

Mrs Bala

### STAFF

Mr McDonough (Principal)

Mr Fidler

Mr T Reid

## POLICIES

Many of our school policies can be found on the school's website at [www.wbs.school](http://www.wbs.school)  
Please contact the company secretary if you cannot find a policy you are particularly looking for.

## DISCLAIMER

The information given in this supplement which related to the school year 2016/17 was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described or in any particular part of them before the start of the school year 2017/2018 or in subsequent years. Any anticipated changes have been included as part of the text.

## ADMISSIONS

Our admissions policy can be found in Appendix 1.

In-year application forms are available from our website at [www.wbs.school](http://www.wbs.school)

Applications for normal entry into year 7 should be made through the local authority in which you reside at the time of the Common Application.

## ATTENDANCE

### PUPIL ATTENDANCE/ABSENCE (2016/17)

<u>Attendance</u>	97.3%	attendance
	2.5%	authorised absence
	0.3%	unauthorised absence

Registration: Students should arrive at school in time to register at 8.30 am.

Lateness: Students who arrive after the completion of the register will be marked late. Students arriving after registration should sign in at Student Services.

Students who are late for a third time in a half-term will be given a Year Director detention.

Planned absence: Requests for absence from school for dental appointments, visits to hospital etc, should be addressed to the tutor or Student Services and give at least one clear day's notice. Less school time is lost if such appointments can be arranged at the beginning or end of the day.

Requests for leave of absence should be given to Student Services. Forms are available from Student Services and on the school website. Please be aware that all applications for leave of absence during term time **must be made in advance**.

For a request of Absence for the purpose of participation in a sporting activity or drama or music performance a formal request from the organizing body is also required. It is expected that school absence will be kept to a minimum and authorization is at the discretion of the school.

Time off school for family holidays is not a right and will not usually be approved. The Law states you do not have the right to take your child out of school for holidays during term time.

Permission for authorised leave of absence may be granted for holidays in exceptional circumstances only. "The applications must be made in advance and the head teacher must be satisfied that there are exceptional circumstances which warrant the leave. Where the leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion."  
(DfE School Attendance)

Holidays taken for the following reasons will **not** be authorised:

- ⊗ availability of cheap holidays
- ⊗ availability of desired accommodation
- ⊗ poor weather experienced in school holiday periods
- ⊗ overlap with the beginning or end of term

If the school refuses your application and you still take your child out of school, the absences will be treated as unauthorised. **Unauthorised absences may lead to a Penalty Notice being issued against you for irregular school attendance.**

"If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the parents keep the child out of school longer than is agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised." (*DfE School Attendance*)

Acceptable absence:

- ⊗ illness or other unavoidable cause that prevents attendance
- ⊗ on a day exclusively set aside for religious observance by the religious body to which the student's parents belong
- ⊗ with the leave of the school
- ⊗ to attend a job or college interview
- ⊗ to take part in approved public performances
- ⊗ to take part in special tuition, public exams, sporting events, etc
- ⊗ for more details please see 'application for leave of absence during term time' guidelines

Unacceptable absence:

- ⊗ truancy
- ⊗ minding the house/staying in for repairs
- ⊗ shopping
- ⊗ attending sporting events, pop concerts or festivals
- ⊗ annual holidays
- ⊗ to do homework
- ⊗ to help with the family business
- ⊗ birthdays
- ⊗ school uniform in the wash
- ⊗ looking after brothers or sisters
- ⊗ oversleeping

Unexpected absence:

If your child is absent from school please let Student Services know on **each day** of absence. Student Services staff will pass on any information they receive to the appropriate tutor.

Absence due to illness/emergencies should be reported to Student Services as early as possible on the morning of **each day** of absence. Please call (0115) 9744488 (option 1) where a member of the team will take your call. If you wish to call before 8.00am or after 4.00pm you will be able to leave a message on the answering machine. Messages will be picked up after 8.00am. Alternatively, out of hours, emails can be sent to [studentservices@wbs.school](mailto:studentservices@wbs.school). Absence can also be reported via the WBS App.

If the school does not receive an explanatory note or telephone message you will be contacted by Student Services.

Poor attendance: Ultimately, the Family Service has the right to pursue such cases through the courts.

We hope that you will appreciate the importance the school places on school attendance, and will work with us to ensure that your child attends school regularly and punctually.

## INCLUSION

A copy of our SEND policy can be found on the school's website at:  
<http://wbs.school/images/pdf/policies/SEND%20Policy%20-%20Autumn%202016.pdf>

## COLLECTIVE WORSHIP

The pattern of collective worship is non-denominational and of a broadly, but not exclusively, Christian character.

Parents should inform the school when their child is admitted, or subsequently if necessary, if they wish to exercise their rights to withdraw a child from collective worship.

## RELIGIOUS EDUCATION

Religious Education is part of the basic curriculum for all pupils throughout Years 7, 8 and 9 at the West Bridgford School. Pupils are encouraged to identify life's important questions and ethical issues; to appreciate the responses religions offer and their influence on people's lifestyles; and to develop their own well-reasoned views in an open, informed and critical way. Year 7 RE begins by considering ultimate questions, like does God exist? By Year 9, pupils are exploring Buddhist perspectives on Western materialism. Throughout their studies, Christianity figures prominently; but there are regular opportunities to learn about and from other faiths, including Islam, Judaism, Buddhism, Hinduism and Sikhism.

RS Philosophy and Ethics options are available for GCSE students (with a special focus on understanding religions and life's questions and issues). We aim to value and support each student and their own individual beliefs. The RE Department seeks to help students

understand a range of beliefs, lifestyles and perspectives and for students to explore and develop their own views. RS Philosophy and Ethics options are also available at A Level in the Sixth Form, with a focus on religion, philosophical questions and ethical theories and issues.

The RE Department seeks to respect, support and respond sensitively to the religious or non-religious background of each individual. Outside speakers help enhance pupils' learning and promotes real understanding of different issues, beliefs and lifestyles in our multi-faith community. RE is taught in accordance with the Nottinghamshire Agreed Syllabus.

Parents should inform the school when their child is admitted (or subsequently where necessary) if they elect to exercise their right to withdraw their child from RE. Parents who have any concerns whatsoever are very welcome to notify Mr Elston, Head of Humanities (including RE), who will be happy to provide further information.

## STATEMENT ON BULLYING

The West Bridgford School is committed to ensuring that all students are able to learn in a supportive, caring and safe environment without the fear of being bullied. Bullying is unacceptable and will not be tolerated at The West Bridgford School. We would expect pupils to feel safe in school, understand issues related to safety and feel confident to seek support from school should they feel unsafe.

### What is Bullying?

"Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally."

*Safe to Learn: embedding anti-bullying work in schools (2007)*

How does bullying differ from teasing/falling out between friends or other types of aggressive behaviour?

- There is a deliberate intention to hurt or humiliate
- There is a power imbalance that makes it hard for the victim to defend themselves.
- It is usually persistent

### Types of bullying are:

**Physical** e.g. hitting, kicking, taking belongings

**Verbal** e.g. name calling, insulting, making racist, homophobic or transphobic remarks

**Written** e.g. graffiti, threatening notes

**Social** e.g. spreading rumours, excluding from groups

**Cyber** e.g. the use of the internet, email, social media sites online games or any other kind of digital technology to threaten, tease, humiliate or upset someone else

Although bullying can occur between individuals it can often take place in the presence (virtually or physically) of others who become the “bystanders” or “accessories”. In cyber bullying, bystanders can easily become perpetrators – by passing on or showing to others images designed to humiliate or taking part in online polls or discussion groups. Pupils may not recognise themselves as participating in bullying, but their involvement compounds the misery for the person targeted. They will be made aware that their actions can have severe and distressing consequences and that participating in such activity will not be tolerated.

**Specific types of bullying include:**

- Bullying related to race, religion or culture
- Bullying related to special educational needs or disabilities
- Bullying related to appearance or health
- Bullying related to sexual orientation
- Bullying of young carers or looked after children or otherwise related to home circumstances
- Sexist or sexual bullying

Parents who believe their children are the victim of bullying should share their concerns with school at the earliest opportunity and be prepared to work with school to keep their children safe in future. All expressions of concern will be taken seriously and investigated thoroughly. Where parents have concerns with regard to bullying they should contact the appropriate Director of Learning.

Students are expected to tell an adult if they have been bullied or if they have witnessed, or are aware of, the bullying of another student.

**USE OF SOCIAL MEDIA**

Use of Social Media at home often impacts on school life. The school expects that students will continue to show respect to other members of the School community even when off site. Students are also expected to show due respect to the reputation and good name of the School and its staff.

When using Social Media, students are expected to ensure that they:

- Respect the rights and confidentiality of other members of the school community;
- Do not impersonate or falsely represent other members of the school community;
- Do not bully, intimidate, abuse, harass or threaten other members of the school community;
- Do not make defamatory comments against the school or other members of the school community;
- Do not post content that is hateful, threatening, pornographic or incites violence against others;



- Do not harm the reputation and good standing of The West Bridgford School or those within its community;
- Do not film, photograph or record members of the School community without express permission of the School or use film, photographs or recordings without express permission of the above.

Electronic devices can be seized, searched and deleted if the school reasonably believes it could be used to do harm.

## COMPLAINTS PROCEDURE

There is a procedure agreed by the governing body for dealing with any complaints about the school curriculum and other related issues. The procedure provides:

- 1) that there should normally be a preliminary informal discussion with the head teacher, or other appropriate school staff, to see if the complaint can be resolved without recourse to the formal procedures;
- 2) that, if the complaint cannot be resolved informally, the complainant should contact the school to obtain a copy of the school's complaints procedures.

**In placing your child in this School you are expressing your trust in us. This is a responsibility which we take very seriously.**

## CHILD PROTECTION CONCERNS

Every school is required to refer their concerns to the Children's Social Care Services Department. While we will seek, in general, to discuss these concerns with the family and where possible seek agreement to making the referral, this will only be done where such discussion and agreement seeking will not place a child at increased risk of significant harm. This procedure is intended to protect children from abuse. When we refer a concern about a student to the Children's Social Care Services Department we are not accusing the parents/carers of abuse, but requesting that further enquiries take place and that any necessary help and support is provided.

## LINK PRIMARY SCHOOLS

Greythorn Primary School  
 Heymann Primary School  
 Jesse Gray Primary School  
 West Bridgford Junior School  
 West Bridgford Infants School

## MEDICAL CARE

First aid and medical care are available for students who have an accident or are taken ill during the school day.

## SCHOOL UNIFORM

There are a number of options available to parents for purchasing uniform. Primarily, this is through our suppliers, Stevensons, via their website at [www.stevensons.co.uk](http://www.stevensons.co.uk) by clicking on the school logo to register with them. Alternatively, you can ring their customer services department on 01727 815700 to place your order. All items purchased will be posted to you direct. Purchasing items from our suppliers is highly recommended as we have a strict uniform code and the only way that parents can be certain that uniform is correct is to purchase it from our suppliers.

The school reserves the right to take disciplinary action against any child whose uniform does not comply with these requirements. For persistent offenders this could result in the child forfeiting their place in the school. The judgement of the Director of Learning will be final in these matters. The following tables provide information on uniform for students at The West Bridgford School.

<b>Uniform for Girls</b>	
<b>Blazer</b>	School blazer with school badge. Blazers may be removed on the field at lunchtime, in classrooms when permission is given by the teacher and in Summer when a notice is put on the Student Bulletin Board.
<b>Skirt</b>	A fully pleated skirt, in plain mid-grey. The skirt should not be tightly tailored or of a stretchy "Lycra" type material. It must not be split above the knee. The hemline of the skirt should be "on the knee" with a tolerance of 5cm either above or below the knee.
<b>Trousers</b>	Classic suit style trousers in mid-grey, worn at the waist (with a plain buckled black belt – optional) and touching the foot with a crease down the front and zip fly front. Tight fitting or cropped trousers are not acceptable. No stretch fabrics, jeans style, turn ups or flares.
<b>Blouse</b>	School blouse buttoned to the top
<b>Shoes</b>	Plain sensible polishable flat black shoes with no visible markings or logos. No boots. Suede is not acceptable.
<b>Jumper (optional)</b>	A school sweater may optionally be worn in addition to the blazer. No other jumper is permissible.
<b>Socks or tights</b>	Grey, black or navy plain socks. Grey, black or skin coloured tights. No leggings, footless tights or patterned tights. There is no intention that socks and tights should be worn together. No trainer socks.
<b>Coat</b>	Outdoor coats should be dark and plain in colour, compatible with our school uniform and without logos. We do not consider sports tops, hoodies, fleeces, leather jackets and other fashion items to be school uniform. The use of high visibility/reflective armbands is recommended.
<b>Hair bands/ ribbons etc</b>	Plain black or navy
<b>Hat, scarf, gloves (optional)</b>	Plain black or navy

<b>Hijab</b>	Plain black or navy. This should be no longer than the shoulder, leaving the school blouse and badge on the blazer cleanly visible. <b>The wearing of a burqa or face veil such as the niqab is not permitted in school</b>
<b>Jewellery, make-up and nails</b>	None except that students with pierced ears may wear only small plain metallic studs – one per ear. No other studs are permissible. No nail varnish or false nails. No excessive make-up.
<b>Hair</b>	There should be no extreme hairstyles or unnatural variations in the colour or length of hair which have the effect of drawing attention to the student concerned.
<b>Undergarments</b>	Undergarments should be plain white and must not contain lettering which may be visible through the blouse.
<b>Bags</b>	These should be fit for purpose in that they are big enough to hold books and equipment required for the day.

### Uniform for Boys

<b>Blazer</b>	School blazer with school badge. Blazers may be removed on the field at lunchtime, in classrooms when permission is given by the teacher and in Summer when a notice is put on the Student Bulletin Board.
<b>Trousers</b>	Classic suit style trousers in mid-grey, worn at the waist (with a plain buckled black belt – optional) and touching the foot with a crease down the front and zip fly front. Tight fitting or cropped trousers are not acceptable. No stretch fabrics, jeans style, turn ups or flares.
<b>Tie</b>	School clip-on tie.
<b>Shirt</b>	White shirt - must be tucked in at all times and the top button done up. Sleeves must not be rolled up but short sleeved shirts may be worn.
<b>Shoes</b>	Plain sensible polishable black shoes with no visible markings or logos. No boots. Suede is not acceptable.
<b>Jumper (optional)</b>	A school sweater may optionally be worn in addition to the blazer. No other jumper is permissible.
<b>Socks</b>	Grey, black or navy plain socks. No trainer socks.
<b>Coat</b>	Outdoor coats should be dark and plain in colour, compatible with our school uniform and without logos. We do not consider sports tops, hoodies, fleeces, leather jackets and other fashion items to be school uniform. The use of high visibility/reflective armbands is recommended.
<b>Hat, scarf, gloves (optional)</b>	Plain black or navy
<b>Jewellery</b>	None except that students with pierced ears may wear only small plain studs – one per ear. No other studs are permissible.
<b>Hair</b>	There should be no extreme hairstyles or unnatural variations in the colour or length of hair which have the effect of drawing attention to the student concerned.
<b>Turban</b>	Plain black or navy blue

<b>Undergarments</b>	Undergarments should be plain white and must not contain lettering which may be visible through the shirt.
<b>Bags</b>	These should be fit for purpose in that they are big enough to hold books and equipment required for the day.

Aerosols, laser pens, items of inappropriate uniform, all electrical items such as ipods, mobile phones, smart devices, cameras, smart watches and items which interfere with the smooth running of the school day are all banned items and must be left at home. You should be aware that these items may be searched for and if found will be confiscated. A confiscated item will be dealt with in accordance with the School Behaviour Policy.

## PE

- Polo shirt with school logo on
- Hooded top with school logo (girls only)
- Reversible jersey with school logo (boys only)
- School navy blue shorts/navy blue skirt
- Navy blue football socks with school logo
- White ankle socks
- Football boots
- Sports trainers
- Shin pads
- Dark coloured swimming trunks/shorts/costume

The PE department recommends that your child has a gum shield for rugby and hockey.

## HOME/SCHOOL AGREEMENT

As a **parent/carer** of a child or children at the school I will ensure that:

- my child attends school regularly, is punctual, wears school uniform and is properly equipped;
- the school is notified of any concerns or problems that might affect my child's work or behaviour;
- any homework set is completed and that I/We will support my child in any opportunities for home learning;
- consultation afternoons are attended and that I/We will follow up any opportunities to discuss my child's progress;
- the school's policies, Code of Conduct and guidelines for behaviour are fully supported.

The **school** will:

- support the child in his/her learning;
- contact parent/carers if there is a recurring problem with attendance, punctuality, uniform or equipment;

- arrange consultation afternoons at which your child's progress can be discussed;
- set, mark and monitor your child's school and homework; homework will be available online;
- provide parent/carers with a termly Progress Report;
- keep parent/carers informed of school activities and any important school information through electronic letters home, a school App, Brightspace VLE and the West Bridgford Post;
- inform parent/carers of any serious concerns or problems associated with their child's work or behaviour.

The **Code of Conduct** must be followed by each student. The **student** will:

#### **Around the school**

- Arrive on time
- Wear uniform correctly
- Bring the right equipment
- Walk sensibly around school
- Eat and drink only in approved areas
- Do as told by staff – **first time, every time**
- Be polite and show respect for others

#### **In the classroom**

- Arrive on time
- Queue properly outside your classroom
- Take coats off
- Listen to the teacher and follow their instructions throughout the lesson
- Show respect to everyone, both adults and pupils
- Pack away when told and leave the room quietly

Aerosols, laser pens, items of inappropriate uniform, all electrical items such as ipods, mobile phones, smart devices, cameras, smart watches and items which interfere with the smooth running of the school day are all banned items and must be left at home. You should be aware that these items may be searched for and if found will be confiscated. A confiscated item will be dealt with in accordance with the School Behaviour Policy.

## SCHOOL TERM AND HOLIDAY DATES (2017-18)

<b>Start of Autumn Term 2017:</b>	Monday 4 September (staff) * Tuesday 5 September (students) *
<b>School closure day:</b>	Wednesday 4 October
<b>Half term:</b>	Monday 23 October
<b>Return to school:</b>	Monday 30 October
<b>Last day of term:</b>	Friday 22 December
<b>Start of Spring Term 2018:</b>	Monday 8 January
<b>Half term:</b>	Monday 19 February
<b>Return to school:</b>	Monday 26 February
<b>Last day of term:</b>	Thursday 29 March
<b>Easter holiday:</b>	Friday 30 March
<b>Start of Summer Term 2018:</b>	Monday 16 April
<b>May bank holiday:</b>	Monday 7 May
<b>Return to school:</b>	Tuesday 8 May
<b>Half term:</b>	Monday 28 May
<b>Return to school:</b>	Monday 4 June
<b>School closure day:</b>	Friday 15 June
<b>Last day of term:</b>	Friday 20 July
<b>School closure days:</b>	Monday 23, Tuesday 24, Wednesday 25 July

**\*This is a day earlier than the local authority school holiday pattern**

## THE SCHOOL DAY

8.30am	-	Registration/Assembly
8.45am	-	Movement
8.48am	-	Period 1
9.48am	-	Movement
9.51am	-	Period 2 (Year 7 break between 10.20am -10.40am)
10.51am	-	Break
11.09am	-	Movement
11.11am	-	Period 3
12.11pm	-	Movement
12.13pm	-	Period 4A (Lunch for Year 7 and Post-16)
12.43pm	-	Period 4B (Lunch for Years 8 and 9)
1.13pm	-	Period 4C (Lunch for Years 10 and 11)
1.43pm	-	Movement
1.45pm	-	Period 5
2.45pm	-	End of School Day

School bells will assist students with these timings.

## ADMISSIONS CRITERIA

The West Bridgford School is a DfE designated Specialist Technology Academy, which delivers the National Curriculum, but emphasises Mathematics, Science and Design Technology.

The proposed published admission number for Year 7 in September 2018 is 216.

Children with a statement of special educational need or education, health and care plan (EHCP) that names the West Bridgford School will be admitted first. Subsequently, where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

- 1.0 Looked after children and all previous looked after children who were looked after, but ceased to be so because they were adopted (Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002) or became subject to a child arrangements order or special guardianship order (Children Act 1989). A more comprehensive definition of looked after children can be found in the Admissions Code of Practice, para. 1.7 and the accompanying footnote.
- 2.0 Children who live in the catchment area and who attend a linked school at the time of the closing date for applications in the year preceding admission to secondary school. Places will be allocated in the first instance to children who, at the time of admission, will have a sibling attending the West Bridgford School in years 7-11.
- 3.0 Children who live in the catchment area at the time of the closing date for applications in the year preceding admission to secondary school. Places will be allocated in the first instance to children who, at the time of admission, will have a sibling attending the school in years 7-11.
- 4.0 Up to 21 (10%) of places will be offered to those who can demonstrate an aptitude for Technology and could therefore benefit from the distinctive education offered by the West Bridgford School as a specialist technology school.

The parents of those students whose entry is to be based on technological aptitude will be required to present their child for the assessment (one hour) at the West Bridgford School in the year preceding entry, details of which will be published within the school's prospectus.

- 5.0 Children who live outside the catchment area and who attend a linked school at the time of the closing date for applications in the year preceding admission to secondary school. Places will be allocated in the first instance to children who, at the time of admission, will have a sibling attending the West Bridgford School in years 7-11.
- 6.0 All other children who do not qualify for any of the above criteria with priority given to those who live the nearest to the school. No priority is given to siblings.

### **Technological Aptitude Assessment**

Parents who wish to seek a place for their child at the school based upon technological aptitude are asked to present their child for the assessment (1 hour) in the year preceding entry on one of the dates which will be published on the school's website. Arrival time for each day will be 8:45 a.m. The assessment will start at 9:00 a.m. Parents who wish their child to take the assessment should request, complete and return an assessment application form, which is available from the school, at least 7 days before the assessment. Further information regarding the assessment will then be provided. Please note, sitting the assessment is not considered an application in itself. Results of the assessment will be provided before parents have to submit the Common Application.

### **Admission to the sixth form including admission number for those admitted for the first time**

The admission number for the Post-16 Centre will be 120.

The West Bridgford School Post-16 Centre presently only offers 'A' level courses. Subsequently, we propose the following academic entry requirements:

- 3 Grade 5 or above in subjects to be studied **plus** a further 2 or more GCSEs at grade 5 or above.
- A minimum of Grade 7 in Maths GCSE will be needed to study Further Maths. To commence any A level programme, students will normally be required to achieve Grade 5 in both English and Mathematics.

The number of places available for external candidates for Post-16 entry in year 12 is 10.

Priority in the first instance for entry into our Post-16 Centre will be given to children with a statement of special education needs or education, health and care plan (EHCP) that names the West Bridgford School.



## **Over-subscription for the Post-16 Centre**

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

- 1.0 Children in public care who are 'looked after' at the time an application for admission is made or who the local authority can confirm has been looked after but has ceased to be so because they were adopted, or became subject to a residence order or special guardianship order, immediately following having been looked after and who meet the academic entry requirement.
- 2.0 Children who already attend the school and meet the academic entry criteria.
- 3.0 Children who do not presently attend the school and meet the academic entry criteria. In the event of an over-subscription of the above criteria, proximity to the school will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from the home address to the main reception office of the school.

### **Definitions:**

#### **Residence**

This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week.

Proof of permanent residence (minimum 12 months tenancy agreement in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. If a parent lives in rented accommodation within the catchment area yet still owns another property within 20 miles of the school, the address of the owned property will be taken as the place of permanent residency, even if it is rented out to a third party.

#### **Sibling**

The governors define sibling as being those children who share the same biological parents. This includes brother, sister, half-brother or half-sister or legally adopted child living at the same address as the child.

## **Parent**

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person by virtue of a court order; and any person who, although not a natural parent, has care of a child or a young person by virtue of a court order.

## **Measuring distance 'as the crow flies'**

For applications in the normal year of entry which are managed under the coordinated admissions arrangements distance is measured using software available to the Local Authority and the school governors use this information to rank order applications.

For all other applications the governors of the school use 'Micro-soft Auto route' to measure distance.

## **Catchment Area**

This is our historical catchment area which has remained unchanged for many years and comprises of the combined catchment areas of our family (linked) primary schools. Our catchment also includes Wilford Village, as defined by being east of the A52 road and south of the River Trent. All of the streets within our catchment are listed on the school's website.

## **Linked schools**

These are Greythorn, Heymann, Jesse Gray, West Bridgford Junior and West Bridgford Infants.

## **Closing date**

This is the deadline for the application of the Common Application as defined by the Local Authority in their coordinated scheme.

## **Late applications**

Late applications are those submitted after the closing date for the coordinated admissions scheme and will be dealt in accordance with that scheme. Late applications will be considered up to the date specified in the coordinated scheme providing the applicant can evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, family trauma. Supporting evidence may be required.

When the school is informed by the local authority that a place has been offered, the local authority will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within 14 days, the school will notify the local authority that the offer of a

place should be withdrawn and offered to the child ranked highest on the waiting list.

### **Waiting list**

If, after the offer of places has been made, the school is over-subscribed, all unsuccessful applicants will be placed on the waiting list which will be administered by the governors of the school in partnership with the local authority for the duration of the coordinated admissions scheme. Your position on this waiting list will be determined by the school's published over-subscription criteria. The waiting list will remain open until 31 December in the year of admission and will be administered by the governors of the school. No waiting lists for any other year are maintained.

### **Independent Appeals**

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances and only then at the discretion of the governors. Parents wishing to appeal should write to the Clerk to Governors, c/o West Bridgford School, Loughborough Road, West Bridgford, Nottingham NG2 7FE within 20 school days of notification.

### **Coordinated admission scheme**

All applications for places in the normal year of entry are made on the Common Application. For entrance to the school in September 2017 the closing date of the coordinated admission scheme is 31 October 2016, preceding admission to secondary school. Places are allocated on 1 March 2017.

### **Applications outside the normal year of entry**

All applications made outside of the normal year of entry should be made directly to the school and will be administered by the governors. In the event of a place being available in the appropriate year group an offer of a place at the school will be made. If no place is available, the parent will be informed of this along with the right of appeal for the refusal of a place.

### **Tie breaker**

In the event of the need for a tie breaker in any of the over-subscription criteria listed in this policy, random allocation will be used. If a child is offered a place as a result of random allocation yet also has a sibling of the same age seeking a place and residing at the same address, the sibling will also be offered a place.

### **Withdrawing an offer of a place**

Any offer of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residency in the catchment area and the failure of a parent to respond to an offer of a place within 14 days.

**Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. This also applies to parents of summer born children (1 April to 31 August). When applying for a place parents need to make it clear that they are seeking a place outside of the child's normal age group and they should clearly state why. Parents should supply any relevant supporting information such as the child's academic, social and emotional development, the child's medical history and the views of a medical professional, and whether the child has previously been educated out of their normal age group. You will be informed in writing of the governors' decision with clear reasons for this decision. Parents have a right to appeal if their request is refused by not if a place is offered at the school but it is not the parents preferred age group.

