

Kajans Hospitality and Catering Studio College

ADMISSIONS POLICY

Contents

1. Introduction.....	3
2. Published Admission Number	3
3. Consideration of applications	4
4. Procedures where the KHCSC is oversubscribed.....	5
5. Mid Year and September Admissions for Year Groups other than Y10 and Y12 ...	6
6. Arrangements for Appeals Panels.....	6
7. Annual Procedures for Determining Admissions Arrangements	7
8. Determination and Publication of Admission Arrangements	7
Annex 1 - Process of Application	8

1. Introduction

1.1 The Kajans Hospitality and Catering Studio College (KHCSC) will be a unique, practical learning environment that meets individual student's general educational needs whilst also giving them the vocational skills and personal aptitudes they need to be competitive in the labour market and be attractive to future employers.

1.2 In addition to high quality academic learning, each young person who attends KHCSC will develop exemplary skills and experience in a range of culinary techniques applicable to any cuisine (achieving industry recognised qualifications).

1.3 All students will have the opportunity to develop high level professional, social and personal skills whilst learning practical food production, service delivery and distribution skills. There is currently no other educational facility in the area that provides specialist training and qualifications linked to Caribbean food production and distribution.

1.4 We anticipate that there will be a significant demand from young people for a place at the Studio College. KHCSC will consider applications from all students of all abilities at the ages of 14 and 16 and if undersubscribed offer places to them regardless of location.

1.5 This document sets out the admission arrangements for the Kajans Hospitality & Catering Studio College (KHCSC) which are compliant with the School Admissions Code 2012. Any changes to the arrangements set out in this document, will be consulted upon as set out in paragraphs 1.42 to 1.45 of the Code and approved in advance by the Governing Body.

1.6 For the purposes of this Admissions Policy references in admission law and in the statutory Codes of Practice to admission authorities shall be deemed to be references to the Governing Body of KHCSC.

1.7 The KHCSC will take part in the Admissions Forum set up by Birmingham LA, having regard to its advice and will participate in the Local Authority's co-ordinated admissions arrangements.

2. Published Admission Number

2.1 The KHCSC has an agreed Published Admission Number (PAN) of 50 students in Year 10 and 50 students in Year 12 from 2016/17. PAN is the number of external students we will be admitting into the school. The KHCSC will accordingly admit this number of students in the relevant age groups each subsequent year if sufficient applications are received.

2.2 As a transitional arrangement as the school builds to full capacity, the PAN for the KHCSK for the year 2013/2014 is 30 students in Year 10 and 60 students in Year 12. For the year 2014/15 the PAN is 50 in Y10 and 100 in Y12; and 2015/16 is 50 and 70.

2.3 The Studio School operates a sixth form for a total of 200 students. We expect our 50 Year 11 pupils to transfer into the sixth form (by meeting the Minimum Entry Requirements). A total of 50 external applicants will therefore be admitted into Y12. The table below shows Capacity and the PAN (in brackets) from opening to full capacity in 2016/17.

	2013	2014	2015	2016
Year 10	30 (30)	50 (50)	50 (50)	50 (50)
Year 11		30	50	50
Year 12	60 (60)	100 (100)	100 (70)	100 (50)
Year 13		60	100	100
Total	90	240	300	300

2.4 The KHCSK may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, KHCSK will consult as stated in point 7.1 below. Students will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Local Authority.

2.5 From 2014/15, Year 10 applications will be administered by Birmingham City Council's co-ordinated scheme for 14-19 Academies¹ (the Birmingham Admissions Forum). The KHCSK Process for applications is included as Annex 1.

2.6 Applications for Y12 will be handled directly by KHCSK.

3. Consideration of applications

3.1 All children whose statement of special educational needs (SEN) names the KHCSK will be admitted. If the school is not oversubscribed, all applicants will be offered a place.

3.2 The KHCSK will consider all applications for places. From 2016, if fewer than 50 applications are received for either Y10 or Y12; the KHCSK will offer places to all

1

<http://www.birmingham.gov.uk/cs/Satellite?c=Page&childpagename=Schools%2FPageLayout&cid=1223366352993&pagename=BCC%2FCommon%2FWrapper%2FWrapper>

those who have applied (the table on page 4 shows the admissions numbers for 2013-15 – if less applications are received in these transition years, all will be offered places). Those Y11 students meeting the minimum entry requirements will automatically transfer to Y12.

3.3 Notwithstanding point 3.1 above, the KHCSC may refuse admission to particular applicants in cases where fewer students than the published admission number have applied. Section 3.8 of the Code sets out the criteria allowed to be used to refuse admission.

3.4 In all the circumstances described in this paragraph, however, the Secretary of State may direct the KHCSC to admit such a pupil and that direction shall be binding on the KHCSC.

4. Procedures where the KHCSC is oversubscribed

4.1 Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria and in the priority order set out below.

4.2 **Priority 1** -Children who are in the care or interim care or who have previously been in the care of a local authority as described in Section 22(1) of the Children’s Act 1989.

4.3 **Priority 2** - Admission of students for whom it is essential to be admitted to a specific school because of special circumstances to do with significant social or medical needs. This will be evidenced by a letter from a doctor or social worker explaining what these needs are. KHCSC will make consistent decisions about these applications based on the evidence provided.

4.4 **Priority 3** - Admission of students whose siblings currently attend the KHCSC and who will continue to do so on the date of admission;

4.5 For the purpose of allocating places, sibling means;

- Full sibling living at the same address as the applicant
- Step sibling living at the same address as the applicant
- Half sibling living at the same address as the applicant
- Long term foster sibling living at the same address as the applicant

4.6 **Priority 4** - Other applications.

4.7 **Tie-break** - In the event of a tie between two or more young people who cannot be separated when applying the oversubscription criteria, a process of independently

verified random allocation will be used to allocate the places.

4.8 Notwithstanding the provisions of points 4.1 to 4.6 above, the Secretary of State may direct the KHCSC to admit a named student on application from the LA.

Waiting List

4.9 If there are no places available or a pupil is refused a place, parents/guardians can request in writing to KHCSC that they wish to be placed on the waiting list. The waiting list will be maintained and prioritised in line with the oversubscription criteria and not in the order in which applications are received or added to the list. The waiting list will be kept open until the end of the Autumn Term.

5. Mid Year and September Admissions for Year Groups other than Y10 and Y12

5.1 Parents wishing to make an application for a place for their child should submit the appropriate form to the KHCSC.

6. Arrangements for Appeals Panels

6.1 Parents and pupils have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the KHCSC. The KHCSC appeals process is compliant with the School Admission Appeals Code. Those wishing to appeal should contact –

Hermin McIntosh
Kajans Womens Enterprise Ltd
Albert Hall
Witton Road
Aston
Birmingham
B6 5NU

Email: info@khcsc.co.uk

Tel: 0121 507 0904

6.2 The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Academies.

6.3 Parents will normally have 20 school days after notification of a place not being offered at the KHCSC to lodge an appeal. The notification will indicate the reasons

for refusal of a place and of the right of appeal.

6.4 Parents wishing to appeal against an admission decision by the KHCSC should send a completed appeal form to the Clerk to the Appeal Panel at the address given on the appeal form. Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 5 school days before the appeal hearing.

6.5 Parents will be given 10 school days notice of the appeal hearing, unless they agree to a shorter period of notice. At least 5 school days before the hearing the KHCSC will provide the parent with a written statement detailing the reasons why it has not been possible to allow the child to attend The KHCSC.

6.6 The Appeal panel will have the discretion to refuse to admit late evidence.

6.7 The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking in excess of one day the Clerk to the Appeal Panel will contact parents with the decision on the final day of the hearings. The decision will also be sent to the parents in writing within 5 school days of the date of the hearing. In the case of unsuccessful appeals the Appeal Panel will give the parents their reasons for not upholding the appeal.

7. Annual Procedures for Determining Admissions Arrangements

Consultation

7.1 The KHCSC shall consult at least every 7 years on its proposed admission arrangements and in the year before (by 1st March) if the arrangements are to be changed. The people who will be consulted with are listed at point 1.41 of the Code. The KHCSC will take part in the local admission forum for the Birmingham area.

8. Determination and Publication of Admission Arrangements

8.1 Following consultation, the KHCSC will consider comments made by those consulted. The KHCSC will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

Annex 1 - Process of Application

1. The KHCSC will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Birmingham Admissions Forum.
2. September - The KHCSC will publish in its prospectus, information about the arrangements for admission, including over subscription criteria, the following September (ie in September 2013 for admission in September 2014).
3. This will include details of open evenings and other opportunities for prospective students and their parents to visit the KHCSC. It will notify the date by which applications must be received by the Local Authority.
4. September/October - The KHCSC will provide opportunities for parents and students to visit the KHCSC.
5. October - closing date for application form.
6. December – February - applications considered by the LA and the other admission authorities in Birmingham.
7. 1st March (National Offer Day) - offers of places notified in writing to parents and to LA.
8. This timetable reflects the practice in Birmingham City Council and is intended to secure a coordinated approach to admission for parents and students. The KHCSC will take part in the co-ordinated admissions scheme for Birmingham City Council.
9. For the purposes of admissions for Y10 students starting their education in KHCSC in September 2013, we will adopt an in-house and shortened timetable.