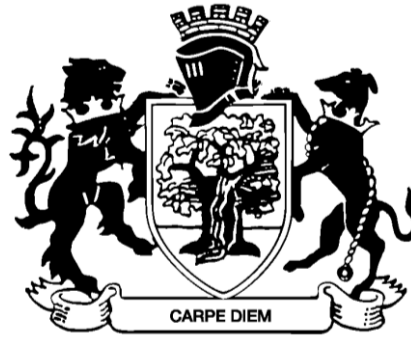


THE WEST BRIDGFORD SCHOOL

PROSPECTUS SUPPLEMENT



2016-17

Registered office:
Telephone:
Email:
Website:

Loughborough Road, West Bridgford, Nottingham NG2 7FA
(0115) 9744488
adminoffice@wbs.eu.com
www.wbs.eu.com

EAST MIDLANDS EDUCATION TRUST – A COMPANY LIMITED BY GUARANTEE
REGISTERED IN ENGLAND AND WALES. COMPANY NUMBER 7530373

CONTENTS

The Governing Body		3
Policies		3
Disclaimer		3
Admissions		3
Pupil Attendance/Absence		4
Inclusion		6
Collective Worship		6
Religious Education		6
Statement on Bullying		7
Complaints Procedure		9
Child Protection concerns		9
Link primary schools		9
Medical Care		9
School uniform		10
Home/School Agreement		12
School Term and Holiday dates 2016/2017		14
The School Day		14
Admissions Criteria	(Appendix 1)	15
Examination Results	(Appendix 2)	20

GOVERNORS

PARENT / COMMUNITY

Mr Pritchard (Chair)
Mrs Fitchett
Mrs Khan
Ms Chowdhery
Mr Booth
Mr Cox
Mrs Thomas
Dr Gates
Dr Collins
Cllr Wheeler

STAFF

Mr McDonough (Principal)
Mr Fidler
Mrs McKee

POLICIES

Many of our school policies can be found on the school's website at www.wbs.eu.com
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 2014/15 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 2015/2016 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.eu.com

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 (2015/16)

<u>Attendance</u>	97.2%	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 Director of Learning 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 Students Services and on the school website. Please be aware that all applications for leave of absence during term time **must be made in advance**. Time off school for family holidays is not a right. 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 refused 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 or pop concerts
- ⊕ 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.eu.com. 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: The Education Welfare Officer will be involved in all cases of poor attendance. Ultimately, the Education Welfare Officer has the right to pursue such cases through the Courts.

Rewards: Certificates will be awarded to students who attain a high level of attendance.

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://www.wbs.eu.com/parents-new-website/policies>

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 believes that every student has the right to enjoy his/her learning and leisure, free from 'bullying', and it will not tolerate behaviour that causes distress to any member of its community.

BULLYING takes place when someone is hurt (either physically or emotionally) by the action or actions of another person, or persons, whether it is deliberate or not.

There are various types of bullying and some are shown below:

- physical violence
- pushing and shoving
- name calling or 'teasing'
- extortion (forcing someone to give up money or belongings)
- intimidation (making someone frightened because of threats)
- pressure by a person, or a group, to do something which is wrong
- deliberate isolation of an individual.
- cyber-bullying
- homophobia and transphobia

VICTIMS OF BULLYING MUST NOT SUFFER IN SILENCE.

To report bullying is a positive way of improving the school for everyone.

Bullies should be punished in suitable ways, but making them see why what they are doing is wrong is just as important if bullying is to be stopped in the school.

RESPONSES TO BULLYING

What students should do if they are bullied:

- Tell someone at once (as a witness).
- Tell a teacher and your parent everything that's happened.
- Ask your teacher who you should talk to if you want to discuss bullying.
- Ask your teacher to let you know how the bullying is being dealt with.
- Tell your parent and a teacher if it ever happens again.

What teachers will do about bullying:

- Intervene if they see any incidents involving bullying behaviour by students.

- Report any bullying incidents they see, or are reported to them by students, to the relevant Tutor/Year Director/Pastoral Assistant.

What tutors/year director/pastoral assistants will do about bullying:

Treat the matter seriously and:

- Make a written record of the incident.
- Investigate the incident.
- Take appropriate action with both the bully and the victim.

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 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.

Uniform for Girls	
Blazer	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.
Skirt	A plain skirt in mid grey with box pleats. The skirt should be of appropriate length for school wear and skirts deemed too short are unacceptable.
Trousers	Straight classic style in mid grey – no stretch fabrics, turn ups or flares
Blouse	School blouse buttoned to the top
Shoes	Plain sensible polishable black shoes with no visible markings or logos.
Jumper (optional)	A school sweater may optionally be worn in addition to the blazer. No other jumper is permissible.
Socks or tights	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.
Coat	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.
Hair bands/ ribbons etc	Plain black or navy
Hat, scarf, gloves (optional)	Plain black or navy
Hijab	Plain black or navy. The school uniform should be visibly seen and if the hijab is longer than the shoulder, the blazer should be worn on top of it. Garments that represent a health and safety risk to a child in a school environment should not be worn.

Jewellery, make-up and nails	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.
Hair	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.
Undergarments	Undergarments should be plain white and must not contain lettering which may be visible through the blouse.
Bags	These should be fit for purpose in that they are big enough to hold books and equipment required for the day.

Uniform for Boys

Blazer	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.
Trousers	Straight classic style in mid grey worn at the waist (With a plain buckled belt - optional)
Tie	School clip-on tie.
Shirt	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.
Shoes	Plain sensible polishable black shoes with no visible markings or logos.
Jumper (optional)	A school sweater may optionally be worn in addition to the blazer. No other jumper is permissible.
Socks	Grey, black or navy plain socks
Coat	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.
Hat, scarf, gloves (optional)	Plain black or navy
Jewellery	None except that students with pierced ears may wear only small plain studs – one per ear. No other studs are permissible.
Hair	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.
Turban	Plain black or navy blue
Undergarments	Undergarments should be plain white and must not contain lettering which may be visible through the shirt.
Bags	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 behavior;
- 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 behavior 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;
- provide parent/carers with an annual report
- keep parent/carers informed of school activities and any important school information through letters home, Intouch 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 (2016-17)

Start of Autumn Term 2016:	Monday 5 September (staff) Tuesday 6 September (students)
School closure day:	Wednesday 5 October
Half term:	Monday 24 October
Return to school:	Monday 31 October
Last day of term:	Tuesday 20 December

Start of Spring Term 2017:	Wednesday 4 January
Half term:	Monday 13 February
Return to school:	Monday 20 February
Last day of term:	Friday 31 March
Easter holiday:	Monday 3 April

Start of Summer Term 2017:	Tuesday 18 April
May bank holiday:	Monday 1 May
Half term:	Monday 29 May
Return to school:	Monday 5 June
School closure day:	Friday 16 June
Last day of term:	Friday 21 July

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 2017 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 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 are adopted, or became subject to a residence order, child arrangements order or special guardianship order, immediately following having been looked after.

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 A level subjects | ➤ | 3 at grade B or above in subjects to be studied
plus
a further 2 or more GCSEs at grade C or above |
| 4 A level subjects | ➤ | 2 at grade A/A* and 2 at grade B (or higher)
in the subjects to be studied
plus
1 or more GCSEs at grade C or above |

Students considering taking Maths or any English subjects will need to pass the relevant GCSE at a minimum of Grade 6. Finally, 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. All students are likely to undertake the AS qualification alongside the full A Level in Year 12.

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.

