

ADMISSION POLICY 2013

Principal	Cassie Ellins
Chair of Governors	Roger de Haan
Type of School	Academy, Mixed, Wide Ability
Age Range: 11-19	

This document sets out the admission arrangements for Marlowe Academy. Any changes to the arrangements set out in this document, with the exception of setting a published admission number higher than the agreed admission number for a specific year, must be approved in advance by the Secretary of State.

Process of Application

Applications for admission to Marlowe Academy should be made on the Secondary Common Application Form (SCAF) provided by the relevant local authority and administered by Kent County Council. Information and application forms are available online at www.kent.gov.uk/ola or through your child's primary school. The Academy will follow the Local Education Authority's timetable for applications.

Consideration of Applications

The Academy will consider all applications for places. Where fewer than 180 applications are received, the Academy will offer places to all those who have applied.

The Academy may refuse admission to particular applicants in cases where fewer than the published admission number has applied. Such refusals will be where special circumstances apply as specified in the Code of Practice i.e. pupils who have been permanently excluded from two or more schools and where the academy has a particularly high concentration of pupils with challenging behaviour and to admit the pupil in question would prejudice the efficient education of other pupils. However, the Secretary of State may direct the Academy to admit such a pupil and such a direction will be binding.

Procedures Where Marlowe Academy is Oversubscribed

When the Academy is oversubscribed, after the admission of students with Statements of Special Educational Needs where Marlowe Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- i) Children in Local Authority Care¹
- ii) Specific educational or social needs reasons evidenced by professional advice²;
- iii) pupils whose siblings currently attend the Academy³;
- iv) Admission of students on the basis of proximity to the school using a straight line measurement from of the Academy⁴ to the child's permanent address⁵.

¹ Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

² Students who for reasons of specific educational or social needs reasons require them to attend the Academy. The student's reasons must be strong and the evidence must be supported in writing by a suitably qualified medical practitioner or other practitioner who can demonstrate a special connection between those needs and the Marlowe Academy.

³ In this context the term "sibling" refers to a child who lives as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

⁴ Nearness of children's homes to school - we use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody.

Information on how distances (including tiebreakers) are calculated and also the definition for a child's home address are available in the Admissions Booklets provided by the LA.

⁵ A pupil's home address is considered to be a residential property that is the child's only main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day your completed your application form. If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays. (see KCC Admission booklets for further information)

Notwithstanding i-iv above, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LEA. The Secretary of State shall in such circumstances consult the Academy before making such a direction and have regard to its comments.

Sixth Form Admissions

The Academy welcomes applications from external students although priority is given to Academy students transferring from Year 11. All 6th form applicants should understand that courses have specific academic requirements and these must be met before a student is accepted on any particular chosen course. Further information is available in the sixth form prospectus. Priority will be given to existing students transferring from Year 11. In the event of oversubscription, places will be allocated in line with the oversubscription criteria used at the normal point of entry (above).

Applications to the Marlowe Academy Sixth Form should be made via the Kent Area Prospectus. You can apply on-line through <http://www.kentchoices4u.com>

If you are unsure about how to apply via the online prospectus, please call Marlowe Academy direct for advice on how to apply.

Admission of students to other year groups (except year 7 and year 12)

If students leave during the course of an academic year, or between academic years, places will be offered to other applicants. If more applications are received than there are places available, the oversubscription criteria shall apply. There will be a right of appeal to the Independent Appeal Panel for unsuccessful applicants.

Right to withdraw

The Academy reserves the right to withdraw a place offered to a student in the following circumstances:

- a) when a parent has failed to respond to an offer within a reasonable time; or
- b) when a parent has failed to notify the school of important changes to the application information; or
- c) it is evident the place has been offered on the basis of fraudulent or misleading information by the student/parents(s).

Operation of Waiting Lists

Where in any one year Marlowe Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Academy and it will be open to any parent to ask for his/her child's name to be placed on the waiting list, following an unsuccessful application and appeal for a place at the Academy.

The position of a child on the waiting list will be determined solely in accordance with the over-subscription criteria above. Where places become vacant they will be allocated to children on the waiting list according to the over-subscription criteria.

Arrangements for Appeals Panels

An Appeals Panel will be set up by the governors of the Marlowe Academy in accordance with the School Admission Appeals Code of Practice.