



Knole Academy

Creativity in Learning
Confidence to Achieve

ADMISSION POLICY

2015

APPROVED	Updated ...		
REVIEW DATE	November 2013		
SIGNED PRINCIPAL		PRINT NAME	
SIGNED CHAIR OF GOVERNORS		PRINT NAME	

Admission Policy

Preface

Safeguarding:

The safeguarding of children and young people underpins the work of the academy and must be adhered to as a prime responsibility.

Equality:

The Knole Academy is committed to providing all staff, students, parents, visitors and members of the wider community using the sites with equality of opportunity regardless of their race, gender, disability or religion. All policies are screened for their impact on equality and issues are addressed if they arise. Knole Academy will provide special consideration on an individual basis if anyone is considered to have a specific special need. Any parent who feels that their child has such a need should contact the relevant Pastoral Leader in the first instance to explain their concerns.

This policy, and its associated procedures and protocols, is based on these key principles.

Introduction

THE ADMISSION OF STUDENTS TO KNOLE ACADEMY

GENERAL

1. This policy may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. The Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the Governing Body of the Academy Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex B, the Academy Trust will take part in the Admissions Forum set up by Kent County Council Local Authority, hereafter referred to as the LA, and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local In-Year Fair Access (IYFA) Protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
 - (a) direct the Academy Trust to admit a named pupil to the Knole Academy, hereafter referred to as ‘the Academy’, on application from a Local Authority. Before doing so the Secretary of State will consult the Academy Trust.
 - (b) direct the Academy Trust to admit a named pupil to the Academy if the Academy Trust has

failed to act in accordance with this Annex B or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.

5. The Academy Trust shall ensure that parents and relevant children will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the Appeal Panel is binding on all parties.

6. The Academy Trust shall prepare guidance for parents/carers and relevant pupils about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy Trust may, if it chooses, enter into an agreement with the LA or any other organisation for it to recruit, train and appoint Appeal Panel members, and to arrange for the process to be independently administered and clerked.

In paragraphs 5 & 6 above, 'relevant pupils' means:

- a) in the case of appeals for entry to a sixth form, the pupil, and;
- b) in any other case, pupils who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the Academy.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

7. The Academy Trust shall consult the following parties on the Academy's proposed admission arrangements for a minimum of eight weeks between 1 November and 1 March in the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements pertain.

- a) The LA.
- b) The Admission Forum for the LA.
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation determined by the local authority for maintained schools in the area (in accordance with the meaning of "Relevant Area" within the School Admissions Code)
- d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.
- e) Affected admission authorities in neighbouring local authority areas;
- f) Parents/carers living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are, or will be, eligible to apply to be admitted to the Academy;
- g) Community groups which the Academy considers relevant;

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended February 2012, and Regulations under that section.

There will be no requirement to consult in line with paragraph 7 in any year where the following conditions are met:

- a. the admission arrangements were consulted upon in one or both of the previous two

years; and

- b. there have been no changes, or proposed changes, since the last consultation.

As soon as any changes are made to arrangements, the consultation cycle in paragraph 7 must be followed for the next determination year.

Academy Trust Determination of Admission Arrangements

8. The Academy Trust will consider comments made by those consulted in accordance with paragraph 7, including any requests to amend the proposed admissions number, before determining the admissions arrangements for the Academy.

9. The Academy Trust will determine the Academy's admission arrangements annually by 15 April of the Determination Year and notify those required to be consulted, in accordance with paragraph 7, what has been determined within 14 days of that decision being made. This applies even when there have been no changes.

Representations about Admission Arrangements

10. Where the Academy Trust has determined the Academy's admission arrangements and notified all consultees listed in paragraph 7, if any of those bodies object to the Academy's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

Secretary of State's Consent for Changes to Admissions Arrangements

11. Where the admissions arrangements determined in a Determination Year in accordance with paragraph 9 are different from the admissions arrangements currently in existence for the Academy, the Academy Trust shall, by 30 June in the Determination Year, apply to the Secretary of State for him to consent to such amended admissions arrangements.

Secretary of State's Power to Accept, Modify or Reject Admissions Arrangements

12. Where the Secretary of State has received any representations made in accordance with paragraph 10, the Secretary of State must consult the Academy Trust on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Academy Trust amends the proposed admissions arrangements for the Academy. The Academy Trust shall comply with any such direction.

13. Where the Secretary of State has received an application made in accordance with paragraph 11 to consent to any amended admissions arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. The Academy Trust must comply with any such direction.

Publication of Admission Arrangements

14. The Academy Trust shall each Determination Year publish the Knole Academy's agreed admission arrangements by:

- a) copies being sent to the persons in paragraph 7;
- b) copies being sent to primary and secondary schools in the LA's area;

- b) copies being sent to the offices of the LA;
 - c) copies being made available, without charge, on request from the Academy;
 - d) copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents/carers and other persons.
 - e) a copy being uploaded to the Academy's website .
15. The published admission arrangements will set out:
- a) the name and address of the Academy and contact details;
 - b) a summary of the admissions policy, including full oversubscription criteria and any arrangements for post-16 admission;
 - c) a statement of any religious affiliation if relevant;
 - d) numbers of places and applications for those places in the previous year; and
 - e) arrangements for hearing appeals.

Proposed Changes to Admission Arrangements by the Knole Academy After Arrangements Have Been Published

16. Subject to paragraph 17, once the Academy's admission arrangements have been determined for a particular year and published, the Academy Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

- a) the Academy Trust has consulted those who are required to be consulted under paragraph 7 above on the proposed variation;
- b) following such consultation, the Academy Trust has applied to the Secretary of State to approve the change setting out:
 - i) the proposed change;
 - ii) reasons for wishing to make such change;
 - iii) any comments or objections to the proposal from those consulted; and
- c) following such application, the Secretary of State has provided his or her consent to the proposed variation.

17. The Academy Trust shall, following the prior written agreement or direction of the Secretary of State, vary the Academy's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

18. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 16 or 17 above must be published within the Academy's prospectus and website and be communicated within 7 days to those persons who must be consulted under paragraph 7.

19. The Academy Trust must make arrangements for a parent/carer of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the

Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

20. Where a representation is made in accordance with paragraph 19, the Secretary of State may, after consulting the Academy Trust, direct that the Academy Trust modify its arrangements for the admission of pupils to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Academy Trust must comply with any such direction.

21. Records of applications and admissions to the Academy shall be kept by the Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

PROCEDURE FOR ADMITTING PUPILS TO THE KNOLE ACADEMY

Admissions Number

22. Subject to any changes approved or required by the Secretary of State, the Academy Trust has the following agreed admissions numbers for the year 2015/2016 and subsequent years.

- a. 240 in Year 7
- b. 240 in Year 8
- c. 240 in Year 9
- d. 240 in Year 10
- e. 240 in Year 11
- f. 350 in the Sixth Form, although no Knole Academy student will be refused entry provided they have met the minimum entry requirements for the appropriate courses

23. The Academy Trust is not required to consult on their PAN where it is proposed to either increase or keep the same PAN. The Academy Trust will notify the LA of any intention to increase the school's PAN and reference to any such changes will be made on the website. The Academy Trust can admit above the PAN in-year.

Process of Application

24. Arrangements for applications for places at Knole Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Secondary Common Application Form provided and administered by the relevant local authority.

25. The Academy Trust will use the following timetable for applications to the Knole Academy each year (exact dates within the months may vary from year to year) and will fit in with the common timetable outlined in the LA coordinated Admissions Scheme for Kent.

The following is an example timetable for secondary co-ordination:

- a) By September - The Academy Trust will publish, in the Knole Academy's prospectus, information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2014 for admission in September 2015). This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the Academy. The Academy Trust will also provide information in relation to the Knole Academy to the LA for inclusion in the composite prospectus, as required;

- b) September/October - The Academy Trust will provide opportunities for parents/carers to visit the Academy;
- c) October/November – Secondary Common Application Form will be completed and returned to the pupil's home LA to administer;
- d) Kent LA will send Knole Academy applications to the Academy Trust;
- e) Academy Trust will send a list of pupils to be offered places at the Academy to Kent LA;
- f) February the LA will apply the agreed scheme for its own schools, informing other LAs of offers to be made to their residents.
- g) 1 March offers will be made to parents/carers.

25A. From 2014-15 there will be a national closing date for applications as follows:

31 October for secondary applications

The Academy will ensure its application processes enable parents/ carers to apply before these deadlines.

Consideration of Applications

26. The Academy Trust will consider all applications for places at the Knole Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the Academy to all those who have applied.

27. 90% of places will be offered without reference to aptitude or ability.

28. Knole Academy is an expressive arts school and 10% of the places (24) will be offered to students who show a particular aptitude for performing arts, or visual arts. Allocation of this total 10% of places will be made in accordance with the Academy's assessment procedures. If this 10% of places is not filled on artistic aptitude they will become available to other applicants using the oversubscription criteria as described in paragraph 28 a-f. Children seeking places under this criterion will be invited into the school for an aptitude assessment evening where an appropriate set of tasks will be presented to them and the outcomes assessed and placed in rank order. The places will be allocated in accordance with the ranking. Any child who reaches the floor standard will be given a ranked place and if any of the first 24 children do not accept the offered place then that place will be offered to the next person in the ranking. Children who are not offered an expressive arts place will still be eligible for a place based on the oversubscription criteria. Parents are strongly advised to put Knole Academy first on the SCAF form if they want to maximise their chance of being offered a place based on their child's performance in one of the expressive arts tests.

Procedures Where the Knole Academy is Oversubscribed

28. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with Statements of Special Educational Needs, where the Knole Academy is named on the Statement, the criteria will be applied in the order in which they are set out below:

- a) 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)

b) Health and Special Access Reasons – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Robust and documented social, medical or psychological evidence must be provided in support, from an appropriate independent registered professional such as a social worker, hospital consultant, GP or health visitor at the time of the original application, and must set out why the Academy is the only school that can meet the young person's needs or circumstances; (All correspondence will be treated as private and confidential)

c) Where the child has a sibling attending the school at the time of entry; A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

d) where the child is the daughter/son of a member of staff. In this context, daughter/son means children who are natural children, step children, adopted or fostered children. The member of staff must have been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) proximity of the child's home to the school, with those living nearer (measured in a straight line) being accorded the higher priority. For definition of the child's home address, please refer to the Local Authority's Admissions booklet. The school will rely on the Local Authority information provided in the booklet. The school uses measurements provided by the Local Authority and further information on how distances are calculated is available in the LA's Admissions booklet.

29. If the school's PAN is reached following admittance of one child of a multiple birth, the other child/children will be admitted over the PAN.

Nearness of children's homes to school - we use the distance between the child's permanent home address and the Knole West school site, 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. Further information about how distances are measured and how pupils living in blocks of flats will be treated for the purpose of distance measurement is available in the 'Admissions to Secondary School in Kent' booklet. The booklet will also clarify definitions of permanent/main residence where pupils live in different locations through joint custody arrangements.

Note: The Governing Body of the Knole Academy will monitor the pattern of applications to the Academy and the profile of those pupils admitted, and will keep under review the option and potential benefits of introducing "Fair Banding" as an over-subscription criterion in the future. Before adopting banding the Academy will consult the bodies in paragraph 7 and seek the Secretary of State's approval.

Post 16 transfer criteria

30. The Academy operates a sixth form for a total of 350 pupils. 175 places overall will normally be available in Year 12.

The Governing Body of the Knole Academy will publish specific criteria in relation to minimum academic entrance requirements for the sixth form, based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and any external transfers and will be subject to consultation with those in paragraph 7 above, but all internal applicants who meet the criteria will be allowed to enter the 6th form, even if this number is greater than the planned admissions number.

In addition to the sixth form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If pupils fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

The academic entry criteria will be published in the autumn, immediately preceding the year of admissions (that is autumn 2012), for September 2013 admissions. The criteria will be included within the Academy's prospectus and within the Local Authority composite admission prospectus.

If 200 or more pupils from within the Knole Academy meet the academic entry criteria and wish to enter Year 12 of the sixth form, no external applicants will be considered. Where fewer than 200 of the Academy's pupils progress to Year 12 vacant places will be offered to external applicants meeting the academic entry requirements.

Where there are more external applicants for any available sixth form places than places available, after the admission of pupils with Special Educational Needs, where the Academy is named on the Statement, the oversubscription criteria in paragraph 27a-e above will be applied to determine who is admitted.

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

32. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Knole Academy receives more applications for places than there are places available, a Waiting List will operate until one term after the start of the school year. This will be maintained by the Academy Trust and it will be open to any parent/carer to ask for his or her child's name to be placed on the Waiting List, following an unsuccessful application.

33. Pupils' position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 27, or for post-16 paragraph 28 above. Where places become vacant they will be allocated to pupils on the Waiting List, in accordance with the oversubscription criteria.

Arrangements for Admitting Pupils to Other Year Groups, Including to Replace any Pupils Who have Left the Academy

34. From 2013-2014 Knole Academy will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.

34A. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the pupil unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 28 or for post-16 places, paragraph 30, shall apply. Parents/carers

whose application is turned down shall be entitled to appeal.

The Knole Academy will participate in Kent County Council's In-Year Fair Access Protocol (IYFA) for the area.

Arrangements for Admission of Pupils as the Academy Builds to its Full Capacity

33. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

Monitoring, Evaluation and Review

The Governors will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy