



Kingdown School

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# ADMISSIONS POLICY

## 2019 – 20

Adopted and ratified by Governing Body – 23/11/17
Last amended November 2017
For review annually in October/November

Kingdown School is compliant with the School Admissions Code issued by the Department for Education in December 2014, and with the law relating to admissions.

As Kingdown School is an academy, responsibility for admissions falls to the Academy Council. Through this policy, the school ensures that the practices and criteria used to decide upon the allocation of school places are fair, consistent and objective.

## **1 Policy and Planned Capacity**

### **Year 6:**

Pupils will be admitted at and after, age 11 without reference to ability, aptitude or culture, except in the exceptional circumstances outlined in point 4. The Published Admission Number (PAN) is 277.

Pupils with a Statutory Educational Health Care Plan are automatically entitled to a place at Kingdown School if it is the named school on the statement.

Application forms are available from the Local Authority. They should be returned by noon on **31st October 2018**. Applications may also be made to County Hall, Trowbridge on line at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk).

Where applications for admission exceed the number of places available, priority will be given to applications for a place at Kingdown School up to the PAN, using the criteria in the order listed. Parents will be notified of decisions by the Local Authority on **1st March 2019**.

## **2 Over-Subscription Criteria for all Admissions**

- 2.1 Looked After Children - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).
- 2.2 Children living within the catchment area who are siblings born at the same time (e.g. twins, triplets etc...)
- 2.3 Children living within the catchment area who have a sibling currently on roll, or who were on roll within two years of the date of admission of the applicant, at Kingdown School. A sibling refers to brother or sister, half brother or sister, adopted brother or sister, or the child of the parent/carer's partner, and in every case, who is living in the same family unit at the same address.
- 2.4 Children of a member of staff employed by The Acorn Education Trust for more than two years at the time of which the application is made, living in the same family unit at the same address.
- 2.5 Children from a service family whose parents are currently serving in the armed forces and resident within the catchment area.
- 2.6 Kingdown School's catchment area is defined as: Children who live in Bapton, Bishopstrow, Boreham, Boyton, Brixton Deverill, Butlers Coombe, Chitterne, Codford St Mary, Codford St Peter, Corsley, Corsley Heath, Corton, Crockerton, Crockerton Green, Deptfords, Foxholes, Heytesbury, Hill Deverill, Hitcombe Bottom, Horningsham, Kingston Deverill, Knook, Knook camp, Longbridge Deverill, Longleat Park, Lyes Green, Maiden Bradley, Monkton Deverill, Newbury, Norridge Farm, Norton Bavant, Sherrington, Stockton, Sturford, Sutton Veny, Temple, Tytherington, Upton Lovell, Upton Scudamore, Warminster, Whitbourne Moor, Whitbourne Springs.

**Precedence will be given to children living nearest to the school.** The distance from home to school will be measured “as the crow flies” from the school reception door to the front door of the home. Where parents have shared responsibility and the student lives part of the week with each parent, the nearest home to the school will be regarded as the main home.

- 2.7 All other children within the catchment area not previously covered by these criteria.
- 2.8 In the event of a “tie break” with regard to the above criteria, the Panel will make its decision based on distance.

### **3 Early Admission to Year 7**

In exceptional circumstances the Governors’ Admissions Panel will consider under age entry to Year 7 from primary school.

**Applications will be considered on the following basis:**

- a pupil has a Statutory Educational, Health and Care Plan which stipulates an early secondary education or
- the parents request early entry and give valid educational and social reasons
- an interview with senior staff and an entry test in English and Maths.

**When an application is made without the support of a Statutory Educational Health Care Plan of special educational needs, the following will be required:**

- detailed information from the Headteacher of the primary school on
    - academic maturity
    - social development
    - physical maturity
  - discussion with the parents and pupil, organised by the Primary Liaison coordinator.
  - the advice of Local Authority’s Educational Psychologist
- 3.1 When the Primary School is unable to support the application, the recommendation of the LA’s Educational Psychologist will be placed before the Admissions Panel.
- 3.2 When the Primary School supports the application, the Admissions Panel may choose not to request the advice of the Local Authority’s Educational Psychologist.
- 3.3 The above procedures and policy will work in conjunction with the School’s Admissions Policy and the admissions criteria contained therein will determine all admissions to the school, irrespective of age.

### **4 Sixth Form Admissions Policy**

- 4.1 Students will be admitted to the Sixth Form based on their ability to follow either a programme of A-levels, Level 3 courses or the Level 2 post-16 programme. Entry into the Sixth Form is not dependent on a student’s previous pattern of attendance and behaviour.
- 4.2 Students will be accepted onto Sixth Form courses based on their GCSE results, subject to the conditions laid down in the current Sixth Form prospectus.

### **5 Over Subscription Criteria Year 12**

As Year 6 (3.1 – 3.9), but priority will be given to students who have attended Key Stage 4 at Kingdown, or who were previously on roll at Key Stage 3.

## **6 Waiting List managements and Applications outside of the Normal Round**

Waiting lists are established for each year group but applications are considered by criteria rather than by the date of the application.

## **7 Appeals**

Any applicant refused a place from Year 7-11 has the right to independent appeal. Details of the appeals process will be contained with the standard letter sent to unsuccessful applicants. Appeals for applications to the Sixth Form should be made directly to the Headteacher whose decision is final.

## **8 In-year applications**

For admission during and from 2019/20, as per the Local Authority Co-Ordinated Scheme for Admissions, all applicants applying for any school place in Years 7-11 must complete an application form which should be returned directly to the Local Authority and not the school.