

Admissions Policy

North Kesteven Academy

2019-2020

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North
Kesteven
Academy

Think Excellence

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1. Aims

This policy aims to:

- Explain how to apply for a place at the academy.
- Set out the academy's arrangements for allocating places to the pupils who apply.
- Explain how to appeal against a decision not to offer your child a place.

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. How to apply

North Kesteven is an 11 to 18 Comprehensive Academy. Students will be admitted at age 11, without reference to ability. The published admissions number is 237.

This policy has been drawn up by the Governing Body. Before finally determining the policy, the Governing Body has consulted with the local authority and all other schools and local authorities in the relevant area in accordance with the provisions of the Education Act 2002.

All decisions about admissions, including this policy are determined by the Governing Body. All allocations of places are determined by a Committee of the Governing Body with delegated powers.

3.1 Process of application for the normal intake year

Arrangements for applications for places in (Year 7) at North Kesteven Academy will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions, they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. North Kesteven Academy will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

You should send your appeal to the school by the end of March and your papers will be passed onto the Legal Services Section. Further details of this procedure can be obtained from the school.

For students who apply under the co-ordinated scheme, if you are unsuccessful in your application, your child's name will automatically be placed on a reserve list (waiting list) until the end of Term 1. This list is kept by the County Council's School Admission Team and is strictly in order of our published oversubscription criteria. The length of time your child's name is on the reserve list is not taken into account. After 31 August you should contact the school direct if you still want a place.

The governors acknowledge their statutory duties regarding the admission of students with a statement of special educational needs. By law, the governors must consider parents who have named the school using the common application form or who have applied online, before any other parents.

3.2 Fraudulent or misleading applications

As an admission authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

4. Allocation of places

4.1 Education Health Care Plans

In accordance with legislation, the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

4.2 Oversubscription criteria

If there are more applicants than there are places in the school, the governors will apply the oversubscription criteria in the order listed below:

1. Children in public care. *1
2. Students who have siblings*2 who will still be attending the school when the applicant is due to start.
3. The governors will admit up to 10% of the cohort on the basis of aptitude for Performing Arts. *3
4. To applicants for whom North Kesteven Academy is the nearest *4 school.

5. If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

If any of the oversubscription criteria have too many applicants and if two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

All distances will be measured by straight line from the post office address point of the home to a point midway between the entrances of North Kesteven Academy and Sir Robert Pattinson Academy.

4.3 Reserve list

For admission into the intake year the governors will keep a waiting list which we call a reserve list. If we have to refuse a place at our school your child is automatically put on the reserve list, unless you have been offered a higher preference school.

This list is in the order of the oversubscription criteria, as required by the School Admissions Code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria.

For the intake year the list is kept by the Schools Admission Team until the end of August.

After this the School Admissions Code requires that schools keep the reserve list until the end of the autumn term.

North Kesteven Academy does operate a reserve list for other year groups and governors will hold this list. This list is in the order of the oversubscription criteria, as required by the school admissions code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The governors must not take account of the time you have been on the list.

5 Appeals

You have the right to appeal to an independent appeal panel if your application is unsuccessful. The procedures for appeals will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the appeal panel is binding on all parties.

You should send your appeal to the school by the end of March and your papers will be passed onto the Legal Services Section. Further details of this procedure can be obtained from the school.

The procedure for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and entirely separate from the admission system. The decision of the independent appeal panel is binding on all parties. The governors will not consider a repeat application in the same academic year unless there has been a relevant change of circumstances. You should send in details about your appeal before the end of March.

6 Mid-year Admissions

The governors accept admissions into other year groups if there are places. Applications should be made using the <http://www.lincolnshire.gov.uk/parents/schools/school-admissions/find-a-school-place/midyear-admissions/> system. If there are more applications than there are places, then the oversubscription criteria

will be used to decide who should be offered the place. If there are no places, you will be told of the independent appeal system.

7. Request for admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

North Kesteven Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the head teacher.

Parents have the statutory right to appeal against the refusal of a place at North Kesteven Academy for which they have applied. This right does not apply if they are offered a place at the school but not in their chosen preferred year group.

8. Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The governors will not refuse a service child a place because the family does not currently live in the area.

9. Children from overseas

We will treat applications from children coming from overseas in accordance with European Law or Home Office rules for non-European Economic Area nationals.

10. Fair Access Protocols

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

11. Sixth Form Admissions

The academy applies the same admissions policy for Sixth Form as Sir Robert Pattinson Academy. North Kesteven Academy offers up to an additional 35 places to Year 12, in addition to students at North Kesteven Academy who wish to stay on into the sixth form. All students will be treated individually, although prime consideration will be given to the availability of suitable courses. Priority will be given to looked after children and previously looked after children including all adopted from care.

11.1 What are the entry requirements for Sixth Form?

Our expected entry requirements for A Level are 5 grades 9-5 including subject specific requirements, plus a grade 4 in both Maths and English. It is important that students check the subject specific requirements carefully. For further information please see entry requirements for each subject on the website.

For entry onto a vocational or technical route students need to have 5 grade 5s at level 2 and meet the requirements for the programmes of study.

For entry on to our foundation programme students need to have achieved 5 level 1 qualifications including English and Maths.

If you don't have these qualifications, a suitable place will be offered. In this case a special contract will be drawn up by the academy and progress will be monitored closely. These will only be offered in exceptional circumstances.

11.2 Choosing a course

The final choice of a course is the result of a long process of consultation and negotiations. We suggest that in choosing a course students should seek to ask themselves some questions:

1. Are these subjects the ones I would enjoy studying in depth?
2. Is this a satisfactory balanced group of subjects?
3. Do my career plans require me to aim for specific qualifications?
4. Will this combination of subjects enable me to continue with the kind of higher education or training that I may like to take up when I leave school?
5. Have I the ability to achieve a good grade in these subjects?

You must secure the signature of the teacher and Head of Department to show you have had a conversation about further study.

If the Sixth Form is oversubscribed then the criteria for over subscription for the Academy applies.

12. Definitions and Notes

*1. Looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order 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) at the time of making an application to a school.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

*2 Sibling is defined as a full brother or sister, whether living in the same household or not, or another child normally living for the majority of time in the same household for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or section 576 of the Education Act 1996. In the case of twins and where there is only one place available in the school, both will be considered together as one application. The school can go above its admission number by one.

*3 The governors will admit up to 10% of the total number of planned admissions to applicants who can demonstrate aptitude in the school's specialism in one or more of the Performing Arts, that is Dance, Drama or Music. This will be done by means of an objective workshop seeking to identify potential. The aptitude places are awarded to the highest score first. The published admission number is 237; therefore, 24 places will be admitted through this criterion. The criterion is available by contacting the Admissions team at the academy.

*4 Whether this is the nearest school to child's address; this is calculated by Lincolnshire County Council school admissions team using straight line distance by measuring the straight line distance from the child's home address to all schools admitting children in the relevant year group. Measurements are calculated electronically from the Post Office address point of the home to the Post Office address point of the school to three decimal places, e.g. 1.256 miles.