



# Admissions Policy

North Kesteven Academy

2020-2021

**Review Date:** February 2019  
**Next Review Due:** Spring Term 2020



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](http://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.\*<sup>1</sup>
2. Students who have siblings\*<sup>2</sup> 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. \*<sup>3</sup>
4. To applicants for whom North Kesteven Academy is the nearest \*<sup>4</sup> 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. The Ordnance Survey grid reference for the midway point is 493998, 366420. We measure distance to three decimal places, e.g. 1.256 miles

#### **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**

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 applicants must meet the Academy's overall academic standards for admission to the sixth form and any specific requirement for the particular subject which the Academy has determined and can be found in Appendix 1 of this document.

### **Oversubscription Criteria:**

In accordance with the 1996 Education Act the allocation of places for Children with a statement of Special Education Needs or an Education, Health and Care Plan will take place first. Remaining places will be allocated in accordance with this policy. Priority will be given to children who are in the care of the local authority or had previously been in care.

*A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application. This includes any child that has previously been in care and who is now adopted or who is subject to a residence order or special guardianship order.*

### **What are the entry requirements for Sixth Form?**

It is important that students check the subject specific requirements carefully, which can be found in appendix 1 of this document.

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

### **Fraudulent 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.

## **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 Childrens 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 The nearest school is found 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 mid way point between North Kesteven Academy and Sir Robert Pattinson Academy . The Ordnance Survey grid reference for the midway point is 493998, 366420. We measure distance to three decimal places, e.g. 1.256 miles.

## **Appendix 1: Entry Requirements for Sixth Form**

Students must fulfil the following entry requirements:

- Achieved at least a Grade 4 in Mathematics and either English or English Literature in addition to 4 further GCSEs at Grade 9-5
- Achieve at least a GCSE Grade 6 in the THREE subjects they wish to study at A level. For exception to this see the table below.

Additional Entry Requirements:

If you have studied the subject before:

Subject	
Applied Science	Grade 5 or above in all separate Science or 5/5 in combined Sciences and Maths
Art & Design	Grade 5 in Art and Grade 5 in English and Maths
Biology	Grade 6 in all separate Science or grade 6/6 in combined Science. Grade 6 or above in Maths
Business	If students have studied Business at Key Stage 4 a 5 is required. Grade 5 in English also required.
Chemistry	Grade 6 in all separate Science or grade 6/6 in combined Science. Grade 6 or above in Maths
Criminology	Grade 5 in English language

Dance	Ideally they will have at least a merit grade in level 2 BTEC Performing Arts or grade 5 or above in GCSE Dance. We will also consider students with other relevant practical dance experience.
Drama & Theatre Studies	Merit or Grade 5 in Drama or related subjects.
Engineering	Grade 6 at GCSE in Maths, English and Science.
English Language & Literature	A grade 6 in both English Language and English Literature at GCSE
Finance	Grade 4 in English and Maths.
Fine Art	Minimum Grade 5 in GCSE Art plus Grade 5 in Maths.
Geography	Grade 5 in GCSE Geography plus grade 4 English and Maths.
Government & Politics	Grade 5 in GCSE English & Humanities.
Health & Social Care	Students are required to have achieved a minimum of Level 4 in English and Maths.
History	If students have studied History at Key Stage 4 a B is desirable. Other circumstances or teachers recommendation will be considered. GCSE English at grade 5 is a requirement.
Information Technology	Grade 4 in GCSE English and Maths.
Mathematics	GCSE Maths at grade 7 or above.
Music	If students have studied music at Key Stage 4 a grade 6 is required. Grade 5 theory is also desirable but can be started on the course. Grade 6 practical ability is required for the performance coursework but working towards grade 5 at the start of the course will be allowed
Music Technology (Double award)	You do not need to have studied Music at GCSE to take Music Technology, although you will have achieved five GCSEs at Grade 5 or above.
PE	Grade 4 if studied plus grade 5 in GCSE English & Maths is desirable.
Performing Arts: Dance	Grade 5 in Dance if studied.
Performing Arts: Drama	At least a merit grade in level 2 BTEC Performing Arts or grade 5 or above in GCSE Dance, Drama or Music.
Performing Arts: Music	None
Performing Arts: Drama & Musical Theatre	Ideally they will have at least a merit grade in level 2 BTEC Performing Arts or grade 5 or above in GCSE Dance, Drama or Music. We will also consider students with other relevant Performing Arts experience.
Product Design	If students have studied Product Design, Engineering, Resistant Materials or Graphics at Key Stage 4 a grade 6 is desirable. Grade 5 in both English and Maths are also desirable. A Teacher recommendation would also be considered

	if the course requirements were not met.
Philosophy & Ethics	Grade 5 in GCSE Philosophy and Ethics and a Grade 5 in English.
Physics	Grade 6 in all separate Science or grade 6/6 in combined Science. Grade 6 or above in Maths
Psychology	Grade 5 in GCSE English & Maths & grade 4 in GCSE Science.
Sociology	Grade 5 in English language or Grade 5 in Philosophy and Ethics (if studied) are desirable.
Spanish	Minimum grade 6 at GCSE in Spanish.
Sport	If students have studied PE / Sport / Health and Fitness at Key Stage 4 a grade 5/Merit grade is desirable. Grade 5 in both English and Maths are also desirable. A teacher recommendation would also be considered if the course requirements were not met.