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# The Kingswinford School

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## **Admission Arrangements September 2018-19**

Students will be admitted at the age of 11 without reference to ability or aptitude. The number of intended admissions for the year commencing 1<sup>st</sup> September 2018 will be 180, organised as eight forms of entry.

The Kingswinford School has an Inclusive Education Policy and the Admissions Policy aims to maximise the opportunity to meet parental preferences and to meet the individual needs of students at wherever possible. The School does not use a selective policy based on aptitude or academic achievement.

Students will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

Where applications for admission exceed the number of places available, the following criteria will then be applied, in the order set out below, to decide which student to admit:

1. First priority for admission shall be given to all looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
2. To students who have a brother/sister, half brother/half sister, (where the children share one common parent) or step-brother/step-sister, living at the same home address already at the school at the time of admission. This also applies to adopted or fostered children living at the same home address.
3. On the basis of proximity. This is determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

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

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A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that student. An Education, Health and Care plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for the student.

The home address is considered to be the students (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a student is resident with friends or relatives (for reasons other than guardianship), the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a student, and the student lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the student lives.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Local Authority will exceed the admission number for the school concerned to prevent separation of twins / triplets.

Random allocation will be used as a tie-break in category 3 above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

### **Admission of students outside their normal age group**

Parents may seek to apply for their child's admission to The Kingswinford School Academy outside of their normal age group. For example, if their child is exceptionally gifted or talented or has experienced problems such as ill health. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age.

A decision as to whether this is an appropriate course of action will be made by the Local Advisory Board who will take into account the circumstances of the case and the Headteacher. Parents and carers do not have the right to insist their child is admitted to a particular Year Group.

Appeals regarding admissions are made to the Independent Admissions Appeals Panel via the Local Authority.

### **Late Applications**

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

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There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

### **Waiting Lists**

If a school is oversubscribed and student has been refused admission because other students have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Students on the waiting list will be ranked in accordance with the school's published admissions criteria and the list will operate from the point of allocation of places until 31 December 2017. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

Inclusion on a school's waiting list does not mean that a place will eventually become available there. A student's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admission number or any number that the school agree they can admit) between the point of allocation and 31 December 2017 will be offered to a student according to their ranking on this list i.e. those ranked highest will be offered first.

### **Repeat Applications**

It is not the Local Authority's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

### **How to apply for a place in Year 7 for September 2018**

Parents must complete the Application Form which is provided by your home Local Authority.

The timetable for the process of admissions will follow the same timetable as the LA (Admissions Service) who will apply the criteria of this policy on behalf of the Governors of The Kingswinford School.

*Note: These arrangements refer to the school year commencing 1<sup>st</sup> September 2018. Whilst the information contained herein is correct at the time of publication, it should not be assumed that there will be no change in the arrangements or matters described before 1<sup>st</sup> September 2018 or in relation to subsequent school years.*

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