

	POLICY TITLE:	Admissions
Kingsmead Academy T/A Kingsmead School		
Committee/Person Responsible for Policy:		Headteacher Finance, Strategy & Personnel Sub-committee
Date Approved by Governing Body:		March 2017
Date of Last Review:		Term 4 2016/17
Next Review Due:		Term 1 2018/19

1. Overall Principles

- Kingsmead Admissions Policy aims to be fair, clear and objective and ensures that parents are able to look at our arrangements and understand easily how places will be allocated
- It will meet all the legal requirements of the School Admissions Code and School Admissions Appeals Code
- Our underlying principles are:
 - To offer places to all students aged 11-16 who live within the traditional catchment area of Kingsmead as set by the Local Authority since 2008
 - Following a request from the Local Authority, from September 2015 this will be increased to the boundary defined by the Local Authority in 2014
 - To allocate places up to the Planned Admission Number (PAN) of 160

The principles are based on the Core Values of Kingsmead School:

Care

We operate the policy in a fair and transparent manner.

Aspiration

We have high expectations of all our students upon entry to Kingsmead.

Respect

We respect the parents' and student's right to choose a good education and will seek to meet preferences where possible

Determination

We will endeavour to ensure all students receive a fully rounded education upon entry to Kingsmead

2. In-year Admissions

- At least 3 governors must meet and consider each application. Decisions must be minuted

- Every governor sub-committee and full governor meeting to consider admission applications. Criteria for decisions to be as follows:

Students will be offered a place if:-

- They live inside our catchment area. Proof of residency must be provided by the applicant in the form of a signed tenancy agreement or solicitor's letter confirming exchange of contracts. Where necessary governors will take steps to ensure the residency is genuine and not temporary
- They have a statement of special needs and have named Kingsmead in the statement
- The year group is below PAN

Students may be offered a place if:-

- The student is a Looked After Child (LAC) and Kingsmead is seen by the Local Authority as the school best able to meet the student's needs
- The school is approached by the Local Authority under the Fair Access Protocol

Governors will consider those in the above categories on a case by case basis and will, before offering a place, consider the impact upon the year group, the number of new students into the year group already, class sizes and the ability of the school to meet the needs of the individual.

Students will NOT be offered a place if:-

- They live outside our catchment area

3. PAN

From 2016 our PAN will increase year on year to 180 beginning with Year 7 in 2016, and so on until we have five year groups of 180.

4. Criteria for obtaining a place

- Live within our traditional catchment area as set by the LA since 2014
- Name Kingsmead in a Statement of Special Needs
- Is the child, step child or foster child of a member of Kingsmead staff. Kingsmead staff are defined as a salaried person paid by the school with a contract of employment. Casual workers, sub-contractors or service providers, for example, do not qualify as members of school staff

5. Oversubscription Criteria

If there are places available once the criteria for obtaining a place have been used, then all applications will be accepted up to PAN. If there are more applications than places then the following oversubscription criteria will be used:

IN PRIORITY ORDER

- Looked after Children – Children who are in the care of a Local Authority and students who were previously looked after but ceased to be so because they were adopted, subject to a residence order or special guardianship order
- Children living within the designated catchment area who will have a sibling attending the academy at the time of admission
- Children living within the designated catchment area
- Children who attend one of our identified feeder primary schools in year 6:
 - Bishops Lydeard CofE VC Primary School
 - Cotford St Luke Primary School
 - Crowcombe CofE VA Primary School
 - Dulverton Junior School
 - Lydeard St Lawrence Primary School
 - Milverton Community Primary School
 - Oake, Bradford & Nynehead CofE VC Primary School

- Stawley Primary School
- Stogumber CofE Primary School
- Wiveliscombe Primary School
- a) Children of permanent staff employed at the academy for at least two years prior to the application closing date
- b) Children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage
- Children not satisfying a higher criterion

6. Tie Breaker

A tie breaker will be applied where the Admission Number is reached part way through any Oversubscription Criterion and there is a need to decide which students meeting this criterion are to be allocated places and which are to be refused. For this purpose, a straight line measurement will be calculated between the home and school for each child falling within the particular criterion. Places will be allocated to those students living nearest to the school by straight line, according to a Geographic Information System (GIS) measurement. Where two straight line distances are exactly equal, priority for available places will be decided by drawing lots independently. In cases whereby a student's parents have shared residence and the child lives for part of the school week with each parent then the house of the parent who lives nearest the school will be used. If a child lives with one parent during the week and another parent at weekends then the residence used during the week will be used

7. Appeal Panel Process

The school will continue to purchase and use the services of the LA or another suitably qualified and experienced provider.

8. Waiting List Process

Waiting lists will be maintained for every year group during the academic year. These lists will hold the names of every child formally refused admission, in ranked order according to the oversubscription criteria. If a place becomes available with the Published Admission Number or admission limit, this will be offered for the highest ranked child at that time.

9. Other

Governors will adopt the recommendations as described in the School Admissions Code for all 'unusual' applications such as:

- Admissions of children outside their normal age group
- Children from overseas