

The Kingston Academy

Determined Admissions Arrangements for entry in September 2019

Approved by the Board of Trustees of The Kingston Academy on 11 December 2017

The Kingston Academy is a co-educational, non-selective, non-faith secondary Free school for the local community and its families. The school provides places for young people aged 11 to 18 and has a fully inclusive ethos, which welcomes all who wish to come to the school, and requires everyone to be valued for who they are and what they offer.

Entry into Year 7 in September 2019

Full details of the application process are available in your local authority admissions booklet. The Kingston booklet 'Admissions to Kingston Secondary Schools 2019' is available from Kingston Council's website at www.kingston.gov.uk. In completing the common application form, The Kingston Academy must be listed as one of the preferences on your local authority form. Inaccurate or false information on the form could result in the place being withdrawn. **Applications must be submitted to your Local Authority by no later than 31 October 2018.**

The published admission number is 180 places in each year of entry into Year 7. The school will admit up to this number for entry into Year 7 each year and the admissions arrangements for the school are set out below.

Children with an Educational Health Care Plan (EHCP) or Statement of Special Educational Need (SEN)

Any child with an Educational Health Care Plan (EHCP) or Statement of Special Educational Need (SEN) where Kingston Academy is named on the Statement or EHCP, will be admitted to the school before all other applicants are considered.

OVERSUBSCRIPTION CRITERIA for entry into Year 7 in September 2019 and subsequent years of entry

Where more applications are received than there are places available, places will be offered in the following order of priority and after taking into account any children for whom the school is named in a Statement of Special Educational Needs:

1. Places will be offered firstly to Looked After Children i.e children who are looked after by a public authority and are in public care, and previously looked after children* who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);
2. Places will be offered next to children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending the same school at the time of admission;
3. Places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and verified by professionally supported evidence) which makes the school the most suitable one for the individual child and why these needs cannot be met at any other school;

4. Places will then be offered to children (including adopted, foster, half- or step-children) of staff at the school who have been in post for 2 years at the point of the child's application;
5. The remaining places will be offered to children who live nearest to the school, as measured by a straight line from the home address to the nearest school gate. All distances will be measured using Kingston School Admissions computerised Geographical Information System.

Multiple Births

Where a child from a multiple birth is admitted to the school under this policy, then any further child of the same multiple birth who applied to the school at the same time and for the same year of entry and lives at the same home address, will be admitted even though this may raise the number in the year group above the school's PAN.

Use of a final tie-breaker

For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

* The definition of looked after children and previously looked after children is as follows:

- Children who are in the care of the Local Authority (LA), or being provided with accommodation by a LA in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for school is made.
- Previously looked after children who were looked after immediately prior to being adopted or who became subject to a child arrangement order under the Children and Families Act 2014, (previously known as a residence order) or a special guardianship order.

Late applications

Any late applications will be considered in accordance with the agreed terms of Kingston's secondary coordinated admissions scheme, as published in the 'Admissions to Kingston Secondary Schools 2019' booklet.

Waiting Lists for entry into Year 7 in September 2019 (and subsequent years of entry)

You can request for your child's name to be added to the waiting list for Year 7. This will be added in criteria order, until the end of the academic year in July 2020. After this date, parents will have to request in writing to have their child's name added to the waiting list.

Right of Appeal

Any applicant who has been refused a place at the school has the right of appeal under Section 94 of the School Standards and Framework Act 1998. Appeals should be made, in writing, in accordance with the instructions and appeals timetable for 2019 which will be published on the school's website.

In-year Applications

In-Year admissions i.e. at any other time other than September 2019 entry, will be administered in accordance with the agreed In-Year Admissions scheme and the Pan London Protocols. In-year applications must be made using Kingston's In Year Application Form available from Kingston School Admissions. Tel 020 8547 4610 or by email Kingston.admissions@achievingforchildren.org.uk to request a copy or download a copy from the Kingston website at www.kingston.gov.uk

Fair access protocol

The Kingston Academy, along with the Council and all other secondary schools/academies in Kingston upon Thames has agreed a fair access protocol to admit children who are currently without a school place and may have difficulty finding a suitable school place.

Sixth Form Applications

The Kingston Academy currently does not operate a Sixth Form. Parents will be able to apply to our Sixth Form in the academic year 2019-20 for entry in September 2020.