

## **The Kingston Academy**

### **Year 7 and In Year Admissions Arrangements for entry in September 2020**

**Approved by the Board of Kingston Educational Trust on 10 December 2018**

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.

#### **1. Admissions Authority**

Kingston Educational Trust is the admissions authority for The Kingston Academy.

#### **2. Entry into Year 7 in September 2020 and subsequent years of entry**

The Kingston Academy is part of the Pan London Co-ordinated Admissions Scheme. For applications in the normal admissions round you must name the school on the application form provided by your home local authority. Full details of the secondary school application process are available in your local authority admissions booklet. The Kingston booklet 'Admissions to Kingston Secondary Schools 2020' is available from Kingston Council's website at [www.kingston.gov.uk](http://www.kingston.gov.uk).

Inaccurate or false information on the form could result in the place being withdrawn.

#### **3. Number of places**

The Kingston Academy has a published admission number (PAN) of 180 places in each year of entry into Year 7.

#### **4. 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) which names The Kingston Academy will be admitted to the school before all other applicants are considered.

#### **5. Allocation of remaining places**

The school will then offer the remaining places, admitting up to 180 pupils in total for entry into Year 7 each year. If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places will be offered in the order of priority set out below.

#### **6. Oversubscription Criteria for entry into Year 7 in September 2020 and subsequent years of entry:**

- a. Highest priority will be given to looked after children and previously looked after children, defined as respectively:
  - children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application is made;

- children who are no longer looked after by a local authority in England and Wales (as defined by the Children Act 1989 or Part 6 of the Social Services and Well-being (Wales) Act 2014) because they are the subject of an adoption, special guardianship or child arrangements order.

Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker).

- Priority will next be given to children who have a sibling, including an adopted, foster, half- or step-sibling, living at the same home address and attending The Kingston Academy (including the Sixth Form) at the time of application;
- Priority will next be given to children for whom there are exceptional family, social or medical needs which only The Kingston Academy can meet. The full circumstances must be described on the application form, including the reasons why these needs cannot be met at any other school and verified by professionally supported evidence such a letter from a GP, hospital consultant or other medical professional, educational psychologist or social worker;
- Priority will next be given to children (including adopted, foster, half- or step-children) of staff who have been directly employed at the school for at least 2 years at the time of the application;
- The remaining places will be offered to children who live nearest to The Kingston Academy, as measured by a straight line from the home address to the main Richmond Road school entrance. All distances will be measured using Kingston School Admissions computerised Geographical Information System.

The address given in your application must be your child's permanent home address, its authenticity will be checked and evidence may be requested to verify it.

Where parents live separately, the application must be based on the address where the child lives most of the time. Where the child lives with both parents at different addresses, evidence of your care arrangements will be required. All available evidence that you provide to support your application will be considered to decide which address will be used to process your application.

## **7. Use of a tie breaker and final tie-breaker**

The distance from home to school, criteria 6e, will be used as a 'tie-breaker' if there are more applications than places available under any higher criteria.

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. This process will be independently verified.

## **8. 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.

#### **9. Late applications**

Any late applications for entry into Year 7 will be considered in accordance with the agreed terms of Kingston's secondary schools coordinated admissions scheme, as published in the 'Admissions to Kingston Secondary Schools 2020' booklet.

#### **10. Waiting Lists for entry into Year 7 in September 2020 (and subsequent years of entry)**

The waiting list will automatically consist of the names of children who did not receive a higher preference offer and will be maintained in the order of the oversubscription criteria set out above. Names of children who have had a higher preference offer, or who did not originally name the school as a preference, can be added to the waiting list. These names and those of any late applicants will be added to the waiting list in criteria order regardless of the date the application was received.

Names are normally removed from the waiting list six months after the September term start date unless parents/carers specifically request in writing to remain on the waiting list.

#### **11. In-year Applications**

An application can be made at any time outside the normal admissions round. In-year admissions are administered in accordance with the agreed Kingston In-Year Admissions Scheme and the Pan London Protocols. Applications must be made to Kingston Council using Kingston's In Year Application Form available from Kingston School Admissions: telephone 020 8547 4610 or email [kingston.admissions@achievingforchildren.org.uk](mailto:kingston.admissions@achievingforchildren.org.uk) to request a copy or download a copy from the Kingston Council website at [www.kingston.gov.uk](http://www.kingston.gov.uk)

Any completed application forms received by the school will be forwarded to Kingston School Admissions for processing.

If there are no places available at the time of the application, the child's name will be added to a waiting list for the relevant year group. All waiting lists are ranked in accordance with the oversubscription criteria set out in section 6 above.

#### **12. Admission of children outside their normal age group**

In very limited circumstances children may be educated out of their chronological year group, and parents are entitled to request a place for their child at The Kingston Academy outside of their normal age group.

Every request will be decided on the basis of the individual circumstances of that case and in the best interests of the child concerned, including:

- taking account of the parent's views;
- 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The views of the head teacher (at The Kingston Academy) will also be taken into account.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must complete the local authority application form or the Kingston Council in-year admission form, as appropriate and attach a letter setting out the reasons for the request and all supporting letters and/or documentary evidence in support of the application.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at The Kingston Academy but it is not in their preferred age group. However, they may make a complaint about the decision not to admit their child outside their normal age group. Details of the complaints procedures are published on the policy page of the school website.

### **13. 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.

Pupils admitted under the protocol take precedence over children on the waiting list and may require the school to admit above PAN for the relevant year group.

### **14. Right of Appeal**

Parents have a right to appeal to an independent admissions appeal panel against the decision to refuse their child a place at The Kingston Academy whether the application is made during the usual admissions round or in-year.

Appeals must be made in writing and full details of how to appeal are published on the school's website.