

## The Kingston Academy

### Year 12 Admissions Arrangements for entry in September 2021 and subsequent years of entry

Approved by the Board of Kingston Educational Trust on 9 December 2019

#### 1. Admissions Authority

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

#### 2. Applications for entry into Year 12 in September 2021

The school will aim to admit 150 pupils into Year 12 each year.

**TKA Applicants:** All Year 11 pupils who wish to stay at The Kingston Academy will be able to continue into the Sixth Form, subject to meeting the entry criteria and their course requirements. We will offer advice, guidance and support to all of our pupils to ensure they are able to make informed choices about their post 16- futures and will work with our partner, Kingston College, to develop a vocational offer.

**External Applicants:** External applicants wishing to join the Sixth Form must submit an application directly to The Kingston Academy prior to the closing date, using the online application form (or the hard copy form available on request from Pupil Services). The closing date and full details of the application process will be published annually in the Sixth Form Prospectus and on the school website.

The same entry criteria and course requirements apply to both external and internal applicants, but internal candidates will be given priority. Availability of places to external candidates will depend on the uptake of places by internal applicants, but we will aim to allocate a minimum of 20 places each year to external applicants who meet the entry criteria and course requirements.

#### 3. Entry Criteria

All pupils in the Sixth Form at The Kingston Academy must be on a full time study programme. This will usually comprise a minimum of three A level courses or equivalent (full details of the options for full time study will be published annually in the Sixth Form Prospectus and on the school website).

The minimum academic qualification for entry into the Sixth Form at The Kingston Academy is:

- 5 GCSEs at grades 4-9 including English and Maths.

In addition, individual courses have minimum entry requirements which must be met and full details will be published each year in the Sixth Form Prospectus.

Conditional offers will be made to external candidates most likely to satisfy the entry criteria and relevant course requirements based on an assessment of their predicted GCSE grades, other appropriate grades and information from staff at the applicant's current school.

Meetings may be held with applicants and their parents to discuss options and courses, but will not form part of the decision process on whether to offer a place.

Conditional offers will be made subject to and dependent upon the applicant meeting the entry criteria for the Sixth Form and the specific course requirements and:

- sufficient demand for places in each of the courses the applicant has selected;
- availability of places on the courses the applicant has selected,

- availability of the combination of courses selected by the applicant; and
- the school's ability to staff and resource the courses selected.

Achievement of the GCSE grades specified does not guarantee a place on any course or combination of courses.

If the intended course is full but there are still vacancies on other courses applicants may be offered an alternative.

#### **4. Oversubscription Criteria for entry into Year 12 in September 2021 and subsequent years of entry**

Where more external applications which meet the academic entry criteria are received than there are places available, places will be offered in the following order of priority and after taking into account any students for whom the school is named in a Statement of Special Educational Needs or Education and Health Care Plan:

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).

b. Priority will next be given to applicants who have a sibling, including an adopted, foster, half- or step-sibling, living at the same home address and attending The Kingston Academy at the time of application;

c. Priority will next be given to applicants 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;

d. Priority will next be given to applicants who are the 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;

e. The remaining places will be offered to those applicants 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 any offer made under this criterion will be conditional on verification of the address. Any address other than your child's permanent home address will not be used for processing the application. If you move after submitting your application, you must inform the school within two weeks of your move.

Where parents live separately, the application must be based on the address where the young person lives most of the time. Where the young person 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.

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

The distance from home to school, criteria 4e, 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.

#### **6. Multiple Births**

Where a young person 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 Published Admission Number.

#### **7. Late applications and Admissions After GCSE results**

All late applications received after the deadline will be considered after all the on-time applications are processed, unless exceptional reasons for not applying on time can be shown.

Some late places may become available after GCSE results are known and after all conditional offers have been considered. Applicants for these places must bring in their original results sheet from their school the day after GCSE results day, and their application will be considered.

#### **8. Waiting List**

A waiting list will be held in order of the above criteria for places on courses should they become available in the first two weeks of term.

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

In very limited circumstances young people may be educated out of their chronological year group, and parents are entitled to request a place for their child in the Sixth Form 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, the best interests of the young person concerned, and taking into account the views of the head teacher.

If parents wish for their child to be considered for admission to the Sixth Form outside their normal age group, then they must attach a letter with their application 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 young person 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.

**10. Right of Appeal**

Both the parents and the young person have a right to appeal to an independent admissions appeal panel against the decision to refuse a place in Year 12 at The Kingston Academy.

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

**11. Applications and False Information**

The school reserves the right to seek verification of any information given on the application form and to withdraw the offer of a place if false information has been given.

9 December 2019 [Signed original held by the Clerk]

.....Graham Willett, Chair

.....Sophie Cavanagh, Head teacher