

# **KENSINGTON ALDRIDGE ACADEMY**

## **PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY**

### **1. ADMISSION NUMBER(S)**

1.1 The Academy Trust has the following agreed admission number[s] for the Academy for the year 2016/2017 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- 180 for pupils in Year 7

1.2 In any specific year, the Academy Trust may set a higher admission number than the Kensington Aldridge Academy's agreed admission number for an applicable year group. Pupils will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

1.3 If the Academy admits a total of 26 pupils in excess of its admission number in any 3 year period it will determine a higher admission number, after consulting in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

### **2. PROCESS OF APPLICATION**

2.1 Arrangements for applications for places at the Kensington Aldridge Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

2.2. The Academy Trust will use the Royal Borough of Kensington and Chelsea Council's (RBKC) timetable for applications to the Kensington Aldridge Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within RBKC as agreed by the Admissions Forum, RBKC, local schools and Academies.

2.3 Timetable for secondary co-ordination:

a) By September - The Academy Trust will publish in the Kensington Aldridge Academy's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2015 for admission in September 2016). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy Trust will also provide information in relation to the Kensington Aldridge Academy to RBKC for inclusion in the composite prospectus, as required;

b) September/October - The Academy Trust will provide opportunities for

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parents to see build plans for the Kensington Aldridge Academy;

c) October – Common Application Form to be completed and returned to the pupil's home LA to administer

d) RBKC sends Kensington Aldridge Academy applications to the Academy Trust;

e) Academy Trust sends list of pupils to be offered places at the Kensington Aldridge Academy to RBKC;

f) February – RBKC applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.

g) 1<sup>st</sup> March offers made to parents.

2.4 From 2011-12 there will be a national closing date for applications as follows:

- a. 31 October for secondary applications; and
- b. 15 January for Primary applications

The Academy will ensure its application processes enable parents to apply before these deadlines.

### **3. CONSIDERATION OF APPLICATIONS**

3.1. The Academy Trust will consider all applications for places at the Kensington Aldridge Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the Kensington Aldridge Academy to all those who have applied.

### **4. PROCEDURES WHERE THE KENSINGTON ALDRIDGE ACADEMY IS OVERSUBSCRIBED**

4.1 Admissions to: Year 7 – 180 pupils

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the Kensington Aldridge Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

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**5. SECONDARY PHASE OVERSUBSCRIPTION CRITERIA**

- a) Children in Public Care, also known as Looked After children, to include, children who were looked after, but ceased to be because they were adopted, or became subject to a residence order or special guardianship order.
- b) Children who live in the defined priority area who have a sibling at the Academy at the time of admission
- c) Children who live within the defined priority area (see Appendix A) who live nearest to the Academy. Distances will be calculated using a straight measurement from the home address to the centre point of the Academy
- d) Children who live outside the defined priority area who have a sibling at the Academy at the time of admission
- e) Children who live outside the defined priority area who live nearest to the Academy. Distances will be calculated using a straight measurement from the home address to the centre point of the Academy

For the purpose of criterion (a) The child's social worker must submit a letter confirming the legal status of the child and the local authority to whom the child is/was in care and quoting the child's full name and current address. 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 the social services functions (see the definition in section 22(1) of the Children Act 1989). An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one of more individuals to be a child's special guardian (or special guardians).

Where a pupil lives for part of each week at different addresses, the 'home' address shall be that address at which the pupil spends the majority of the school week.

For the purposes of criterion (b) and (d) above, a sibling is a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

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For the purpose of criteria (b) and (c), the defined priority area includes addresses located on both sides of the boundary roads.

For the purpose of criterion (c) and (e) above, nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number order.

Routes will be measured to four decimal places (if necessary). If in the unlikely event that two or more applicants live at exactly the same distance from the school the offer of a place will be decided by random allocation.

If a tie-break involves twins or triplets, the Academy will offer places over the published number to accommodate the children.

Notwithstanding the above arrangements, The Secretary of State may direct the Academy to admit a named pupil on application to the LA; before doing so the Secretary of State will consult the Academy.

#### **Operation of waiting list (Year 7)**

Where in any year the Academy receives more applications than places available, a waiting list will be operation and ordered in accordance with the oversubscription criteria (5). The list will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. You will need to contact your Home LA if you would like to either make a late preference for your child or to be added to the waiting list if you have already applied.

#### **Right of Appeal**

Parents who are not offered a place for their child are entitled to appeal to an independent panel under provisions of the School Standards and Framework Act 1998. For appeals to be heard by the end of the summer term, they must lodged within 20 school days from the receipt of the Home LAs notification letter.

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## Appendix A

