



KENILWORTH SCHOOL & SIXTH FORM

ADMISSIONS ARRANGEMENTS

OCTOBER 2022

POLICY DETAILS

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Member of staff responsible for overseeing that this policy is implemented and regularly reviewed:

Executive Head

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DETERMINED ADMISSION ARRANGEMENTS

Kenilworth School and Sixth Form is an academy and part of the Kenilworth Multi Academy Trust (“the MAT”). Whilst the MAT is the admission authority of the School, admission decisions are delegated to the local governing body.

APPLICATION PROCEDURES

Applications must be made using the Common Application Form (CAF) which will be available by the Local Authority online and in hard copy on request. Applications must be made direct to the Local Authority (LA) by no later than the last day of October of the year prior to admission.

All places will be offered by the LA, on behalf of Local Governing Body, within the secondary co-ordinated admissions scheme operational in Warwickshire’s LA area. Allocations will be made in March of the year of admission either online or by second class post.

PAN

The determined Published Admission Number (PAN) is 270.

OVERSUBSCRIPTION CRITERIA

Where the number of applications exceeds the number of places available, the Local Governing Body will use the following oversubscription criteria to determine those applicants to be offered a place (these are the same oversubscription criteria used by Warwickshire County Council for Community Secondary Schools):

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children living in the priority area who will have a brother or sister at the school at the time of admission.
3. Other pupils living in the priority area.
4. Children living outside the priority area who will have a brother or sister at the school at the time of admission.
5. Children whose parent (or parents) are employed by Kenilworth School & Sixth Form and who have been so employed for two or more years at the time at which the application is made and/or they have been recruited to fill a vacant post for which there is a demonstrable skills shortage.
6. Other children living outside the priority area.

NOTES

- a) If it is necessary to differentiate between children in category 4, those children attending a contributory primary school will have priority over other children within that category. The contributory primary schools are those located in Kenilworth (Clinton, St John's, Priors Field, St Nicholas, St Augustines, Park Hill, All Saints CofE Leek Wootton).
- b) If it is necessary to distinguish between children in a particular category (or between pupils in a sub-category of category 4 – see note (a) above), priority will be determined on the basis of distance between home and school measured as a direct line from the entrance of the property (residential dwelling), to the school as plotted on Geographical Information System (GIS) [ie the shorter the distance, the higher the priority]. (Parents should note that the direct line policy does not apply to school transport decisions).
- c) If it is still necessary to further distinguish between children in a particular category and/or between pupils in a sub-category of Category 4 (see note (a) and (b) above) then it shall be resolved by way of random allocation the process of which will be overseen by someone independent of the school or the MAT.
- d) A child whose EHCP names Kenilworth School & Sixth Form will be admitted and the number of available places under the PAN will reduce accordingly.
- e) Where applications are received from families with multiple birth siblings (twins, triplets, etc) every effort will be made to allocate places at the same school, including offering place(s) above the PAN wherever possible. Where that is not possible, parents/carers will be invited to decide which of the children should be allocated the available place(s).

DEFINITIONS

<i>Sibling</i>	This will be a full, adopted half or stepbrother or sister and will include a full, adopted half or stepbrother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.
<i>Home address</i>	This is defined as the address where the child is normally resident. Where a child resides through shared custody, the address will be with the parent who receives child benefit.
<i>Children in Care</i>	These children are looked after by or provided with accommodation in the exercise of its functions by Warwickshire Local Authority or any other local authority which has informed Warwickshire LA of its wish to place a child.
<i>Priority Area</i>	The geographical area served by a particular school. It is sometimes called the 'catchment' area.

Measurement will be based on GIS (Geographical Information System). This is an electronic mapping system which makes measurements using computer software.

WAITING LISTS

Following allocation of Year 7 places the Local Authority will retain a waiting list until the end of the first full week of the autumn term, as per the secondary co-ordinated admissions scheme.

Following that, the school will retain the waiting list, in partnership with the Warwickshire County Council Admissions Team. Waiting lists will be kept open until at least 31st December in the year of the offer.

The local authority will continue to operate the coordinated scheme, in relation to processing new applications and allocating places, where this is appropriate, up to and including 31 August annually.

ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP

Parents may seek a place for their child outside of their normal age group. The application will be considered alongside all other applications in accordance with Kenilworth School & Sixth Form's admissions scheme. The school will consider a variety of factors when making this decision, including (but not limited to); size of

year cohort and teaching groups, distribution and numbers of SEND pupils, health and safety requirements etc.

Consideration will be made on the circumstances of each case and the best interests of the child concerned. The school will take account of the parent or carers views, information about the child's academic, social and emotional development and where relevant their medical history and the views of a medical professional, whether they have previously been educated outside 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 school will also take into account the views of the Headteacher of the school. When informing a parent of their decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.

LATE APPLICATIONS

Any late application will be considered in line with the secondary co-ordinated admissions scheme.

ADMISSION APPEALS

If a place is refused, parents have a statutory right of appeal to the Independent Appeal panel. Information about the admission appeal process is available from the School Appeals Officer on 01926 736381 (schoolappeals@warwickshire.gov.uk)

FAIR ACCESS PROTOCOL

Fair Access Protocol (FAP) Warwickshire LA has developed a Fair Access Protocol with Warwickshire Headteachers. Kenilworth School & Sixth Form has adopted the protocol and the provision is recognised by the Kenilworth Multi Academy Trust as the admissions authority, delegated to the local governing body, and incorporated into these admissions arrangements.

IN-YEAR ADMISSIONS

Parents should apply directly to Warwickshire County Council.

SIXTH FORM ADMISSIONS POLICY

Admission into the Sixth Form is dependent on students having the academic qualifications below.

Academic qualifications

The general requirement for entry into Sixth Form is 6 GCSE grades at 4 or above, including English Language or English Literature and Maths at grade 4 or above. Two of the above 6 should be at grade 6 or above. All BTEC level 2 courses will be equivalent to one GCSE. Only 1 BTEC course will be allowed to count.

For certain subjects, there are additional specific requirements.

Meeting

Each student who applies to the Sixth Form will have a meeting to discuss course options and academic entry requirements.

The process

For all candidates, final and firm offers can only be made upon receipt of examination results in August. There is no guarantee that a subject that has been advertised will run. Applicants should note therefore that admission is to the Sixth Form and not to study a particular course of study.

The school will keep a waiting list for students who still wish to attend Kenilworth Sixth Form, have met the entry requirements, but for whom there is no place due to oversubscription. The waiting list will be operated up to 31 December in the year of offer.

ADMISSION APPEALS

If a place in the Sixth Form is refused, both parents and students have a statutory right of appeal to the Independent Appeal panel. Information about the admission appeal process is available from the School Appeals Officer on 01926 736381 (schoolappeals@warwickshire.gov.uk)