



The Abbey School
A Business and Enterprise Academy

Admissions Policy

Created by: C Woodend

Reviewed: May 2018

Next Review: May 2019

Contents

Admissions Policy	3
Open Admissions.....	3
Year 7 Transition Admissions.....	3
• Oversubscription Criteria	3
• Timetable.....	4
• Late Applications	4
• Appeals	4
Sixth Form Admission Arrangements	5
Casual Admissions	5

Admissions Policy

Open Admissions

The Governors are committed to a continuing policy of open admission to the school where all of the places are awarded without any selection or discrimination on grounds of students' academic or other abilities or (for example) financial or other personal or family circumstances.

The Governors will be constrained by, and will wish to apply, the spirit of those sections of the Education Act 1980, the Education Reform Act 1988 and the Education Act 1998 which deal with student admissions.

Students with a Statement of Special Educational Needs are dealt with through a separate process.

Year 7 Transition Admissions

The published admissions number is 210.

• Oversubscription Criteria:

In the event of the number of applications exceed the number of places available, places will be allocated to pupils in the following priority order:

- a) **Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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 their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- b) **Current Family Association** – a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- c) **Health and Special Access Reasons** – Medical health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
- d) **Children of Staff at the School** - Priority will be given to children of a member of staff and who have been in post for a minimum of 2 years.

- e) **Nearness of Children's Homes to School** - we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

The age of transfer of students from the primary to the secondary stage of education shall be that employed for the time being. Students normally transfer to secondary schools in September at the age of eleven.

- **Timetable:**

The closing date for applications is as agreed under local protocol. Parents will be informed whether or not it is possible to offer their child a place by the date agreed within the local protocol each year.

- **Late Applications:**

Late applications after the closing date each year may be made to the school and will be maintained in order of the over-subscription criteria. Any student not offered a place will be placed on a waiting list and will have the statutory right of appeal. The waiting list is held up to the end of Term 1 each year.

- **Appeals:**

The Governors will make arrangements to enable the parents of a child to appeal to an independent Appeal Panel against any decision by or on behalf of the Governors, which refuses the child admission to the school.

The Appeal Panel will be determined by the Governing Body on an annual basis and will, usually, consist of two lay members and one person from the community, independent of the school. The Headteacher or a nominee may, if she sees fit, attend and present the case for not offering a place to the Appeal Panel. Parents are entitled to attend the Appeal Panel and/or be represented. The Statement made to the Appeal Panel by the Headteacher, or a nominee, will be sent to the parents at least seven working days before the appeal. The conduct of the appeal hearing will follow normal practice in these matters. The decision of the Appeal Panel will be sent in writing to the parents, Chairman of Governors and the Headteacher. The Appeal Panel's decision that child should be admitted, is binding on the LEA or the Governing Body by whom or on whose behalf the decision under appeal was made. Details of admissions and appeals arrangements will be published each year.

Unsuccessful applicants may appeal against the School's decision to the Appeals Against Admission Panel. Parents who express a wish to appeal will be contacted in March and receive The Appeals Against Admissions Form. Forms should be returned to the Clerk to the Appeals Committee during April. Appeals will be heard by the Appeals Panel during June and appellants will receive notice of their decision in writing.

Sixth Form Admission Arrangements

The Abbey School has a mixed Sixth Form. All students in Year 11 are eligible to apply for a place in the Sixth Form, subject to entry requirements for courses. Applications from external students are welcomed. The arrangements for admission to the Football Academy are outlined on the school's website.

Admission criteria to Sixth Form are as follows:

- 1 Availability of a suitable course.
- 2 For admission to Level 3 courses (AS, A2, BTEC, International Baccalaureate Career Programme), 5 A* to C GCSE Grades are normally required.
- 3 For admission to Level 2 courses, 5 A* to G are normally required.
- 4 Some courses of study have particular subject requirements (see Prospectus).
- 5 All external students, including those applying to the Football Academy, are interviewed and references sought.

Casual Admissions

The school follows the guidelines of Kent County Council Casual Admissions Policy issued in September 2010 (and updated where relevant in future years). Casual admissions for Years 7-11 will therefore be dealt with in line with the local co-ordinated admissions scheme.

Whenever an application is received for a student to join the school at a time other than when transferring from the primary stage of education, the Governors will, in the event of over-subscription, apply in order the principles set out above in the oversubscription criteria. Parents have the right to Appeal as described as above.