

ADMISSIONS POLICY 2017/2018 (YEARS 7 TO 11)

Version: Version 1.0
 Approved: 30 September 2015
 Next review: September 2016
 Co-ordinator: Christine Biggs

Introduction

The governors wish to establish Sandwich Technology School as serving Sandwich and the surrounding villages. The purpose of this is to create a group of partner primary schools to form a supporting “family” unit.

After we have admitted children who are in Local Authority Care, we intend to select up to ten per cent of our planned intake on the basis of students who have an above average technological aptitude, thus enhancing our technological specialism. All prospective students seeking entrance on the basis of technological aptitude will be required to participate in an assessment procedure. The information gained from the assessment will be used to select 26 students according to the scores achieved. In the event of a group of applicants having the same score, the criteria for selection will be according to our over-subscription criteria (listed below). The application form for the Aptitude Test can be found at Appendix B of this document or can be collected from the school directly.

Numbers

The maximum number of intended admissions for Year 7 in the academic year commencing 1 September 2017 will be 255.

Over-subscription criteria

Before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted and the published admission number will be adjusted accordingly.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- 1 Children in Local Authority care and previously looked after children (as defined in Appendix A*).
- 2 Where a child has a brother or sister attending this school at the time of entry. (As defined by the Local Authority, brother or sister means children who live in the same house as brother and sister, including adopted siblings, step brothers or sisters and foster brothers or sisters.)
- 3 Where there are medical grounds for admitting a child (as defined in Appendix A**).
- 4 To admit the children from the following primary schools in the following order: Sandwich, Worth, Eastry, Northbourne, Cartwright and Kelsey, Sholden, Hornbeam, Goodnestone, Minster, Wingham, Preston, Nonington, Chilton, Monkton, Aylesham, St Joseph’s at Aylesham, Warden House.
- 5 Where a child has a parent who is an employee at the school (as defined in Appendix A***).
- 6 Nearness of child’s permanent address to the school (as defined in Appendix A****).

Students are ranked according to the over-subscription criteria. The ranking order within each criteria group is determined according to the remaining criteria where applicable and then finally by distance between the school and the applicant’s home address.

In the event of a tie breaker situation the distance between the school and an applicant’s home address will be the decider. If, in the unlikely event that more than one applicant has the exact same distance between school and their home address, then a random selection will be applied.

Parents may wish to know that the school has been heavily oversubscribed in recent years. A map providing a guide to the distribution of places allocated in previous years can be obtained by contacting the school.

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- when a parent or guardian has failed to respond to an offer within a reasonable time or;
- when the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent or guardian.

Waiting list from March 2017

In the case of over-subscription, a waiting list will be compiled from March 2017 for those unable to gain entry. Eligible students will be placed on the list, according to the over-subscription criteria. The waiting list will continue until everyone on it is allocated a place or until 1 September 2017 when it will then be revised.

Late applications

Late applications should be made to the Local Authority until **(date TBC)**. After this date applications should be made directly to the school whereupon a place will be offered or, by request of the parent, the student will be added to the waiting list where there is no place immediately available. If an applying parent has missed the co-ordinated process and not received any offer of a school place for September intake, they should also send a copy of their application directly to KCC's Admissions Team (address on the form), who will provide support in securing a school place.

Admission to other year groups

Should a place become available, applicants of other ages will be admitted to the school according to the admission criteria. Similarly, students wishing to enter via the technological aptitude criteria will be tested to ascertain their suitability. If they are of appropriate standard and a space is available, they will be admitted.

Admission of children outside of their normal age group

Where a parent requests that their child is admitted outside of their normal age group, the school is responsible for deciding to which year group a child should be admitted. The school is required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Requests for admission to Year 7 outside of the normal age group should be made in writing to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application; however, where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year. Deferred applications must be made via paper SCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with each school's oversubscription criteria.

ADMISSIONS POLICY 2017/2018 (SIXTH FORM)

Version: Version 1.0
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 Co-ordinator: Christine Biggs

Introduction

Sandwich Technology School continues to provide a wide variety of high quality learning opportunities in Years 12 and 13 for its own students and others who wish to transfer from other schools. We endeavour to nurture and maintain an inclusive school community and all students are guided on a one to one basis to ensure they are able to make informed subject choices.

Entry requirements

For Level 3 courses students are required to have a minimum of five GCSE passes at A* to C including at least a C Grade in both English Language and Mathematics.

Students wishing to study A Levels in Mathematics, single Science subjects or Psychology will need a minimum of a B Grade at GCSE in an appropriate subject.

For Level 2 courses students are required to have five GCSE passes at A* to E including English and Mathematics.

Where learners have achieved better results than their predicted grades they will be considered based on the grades achieved and ranked accordingly for any places that become available as a result of other learners failing to meet the required entry levels.

Numbers

Priority will be given to students already enrolled at Sandwich Technology School who wish to continue their studies at the school. Our anticipated intake of students, both internal and external, is 240 of which 75 will be our published admission number for students admitted to the school for the first time.

Over-subscription criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- 1 Children in Local Authority care and previously looked after children (as defined in Appendix A*).
- 2 Where a child has a brother or sister attending this school at the time of entry. (As defined by the Local Authority, brother or sister means children who live in the same house as brother and sister, including adopted siblings, step brothers or sisters and foster brothers or sisters.)
- 3 Where there are medical grounds for admitting a child (as defined in Appendix A**).
- 4 Nearness of child's permanent address to the school (as defined in Appendix A***).

Waiting list from March 2017

In the case of over-subscription, a waiting list will be compiled from March 2017 for those unable to gain entry. Eligible students will be placed on the list, according to the over-subscription criteria. The waiting list will continue until everyone on it is allocated a place, or until 1 September 2017.

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- When a parent or guardian has failed to respond to an offer within a reasonable time or;
 - When a parent or guardian has failed to notify the school of important changes to the application information or;
 - The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent or guardian.
 - Parents have a statutory right of appeal, should an application for a place be refused, by writing to the Chair of Governors, care of the school address.
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DEFINITIONS

*** Looked After Children/Children in Local Authority Care**

A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (section 22 of the Children Act 1989) or who ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act.

**** Medical grounds**

Medical / Health 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 this particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social need means there is a demonstrable and significant need for their child to attend this 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 school.

***** Parent as an employee**

Parent as an employee of the school is defined as a parent who has held a permanent contract of employment at the school for 2 or more years, or has been specifically employed to fill a post for which there is a demonstrable skills shortage.

****** Nearness of child's permanent address to the school**

The distance between the child's permanent address and the school is measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's permanent address to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everyone. Permanent address is defined as the child's main or only residence and not an address that the child sometimes stays at due to domestic or special arrangements. If parents or guardians live separately but share responsibility for the child we will regard the permanent address as the one at which the child sleeps for the majority of weekdays. The school uses measurements provided by the Local Authority and further information on how distances are calculated is available in the Admissions Booklet provided by the Local Authority.

SUPPLEMENTARY INFORMATION FORM

**Technological Aptitude Test
Application Form**

Sandwich Technology School will select ten per cent of its Year 7 intake in September on the basis of technological aptitude. This test is advised for those students who will not rank highly in our 'Oversubscription Criteria'. Parents who would like to put their child forward for assessment should complete this form and return it to the Admissions Officer **by (date TBC)**.

The Aptitude Test will take place on a Saturday morning in November **(date TBC)**, consisting of a variety of written and practical exercises. This is not a scary 'sit-down exam' style test, it is a casual morning where students can wear their own clothes and complete activities such as origami and puzzle exercises for example. Further details will follow.

Please Note For your child to be eligible to take the test, Sandwich Technology School must be named as a preference on the Secondary Common Application Form. Should we receive more than 255 applications for admission, our over-subscription criteria will apply.	
Student's Name:	
Date of Birth:	
Name of Parent/Guardian:	
Address:	
Telephone (please also include an emergency contact number here):	
Email Address:	
If your child requires any additional help with access, or any other form of support, please let us know here:	
Signature of Parent/Guardian:	