



# **HADLOW RURAL COMMUNITY SCHOOL**

**A unique learning experience**

## **Admissions Arrangements**

**2019 - 2020**

Version	1	2	3	4	5	6	7	8	9
Date	Jan 13	Nov 14	Nov 15	Mar 17	Jan 18				
Written By	RW	PBL	PBL	PBL	AES				
Authorised By	DfE	Gov							
Review Date	July 14	Nov 15	Nov 16	Mar 18	Jan 19				

## **Current Legislation**

The School Admissions Code ('the Code') has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998')<sup>1</sup>. The Code has been made following a consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

This Code comes into force on 19 December 2014 and, unless otherwise stated, applies with immediate effect. It will apply to admission arrangements determined in 2015 for admission in school year 2016/17 and any future years. The Code applies to admissions to all maintained schools in England. It should be read alongside the School Admission Appeals Code and other guidance and law that affect admissions and admission appeals in England.

This Code imposes mandatory requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions by the bodies listed below:

- Admission authorities of maintained schools as defined in Section 88(1) (a) and (b) of the SSFA 19982
- Governing bodies and local authorities (when not admission authorities)
- Schools Adjudicators
- Admission Appeal Panels.

These bodies have a statutory duty to act in accordance with the relevant provisions of the Code.

## **Admissions Arrangements**

The Academy Trust will participate in all admissions arrangements operated by the LA (Kent County Council) and will be involved in co-ordinating admissions and appeals with them. The trust will also be involved in the local Fair Access Protocol.

### **1.0 Admissions & Oversubscription Criteria**

- 1.1 Students will be admitted on the 1 September each year to the relevant age groups which as defined by the School Admissions Code will be to Year 7 (75 places) for September 2019.
- 1.2 Admissions will be considered solely on the basis of the application form to the relevant age group. All students will be admitted if there are 75 applications or fewer to Year 7. If the number of applications exceed the Published Admission Number (PAN) of 75 to Year 7 places, oversubscription criteria will be applied.

When the school is oversubscribed, after the admission of students with statements of special educational needs, where Hadlow is named on the statement of special educational needs or education (SSEN) including Health and Care Plans, priority for admission will be given as detailed in 1.3 below.

- 1.3 In accordance to relevant legislation, including equalities legislation. The oversubscription criteria are:

- 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). Highest priority will be given to Looked After Children or previously looked after, in accordance with the relevant provisions of the School Admissions Code.
- b) **Admission of pupils for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical needs.** Each application will be considered individually and may require further guidance from an appropriately qualified person or organisation.
- c) **Admission of students whose siblings currently attend Hadlow Rural Community School and who will continue to do so on the date of admission;**

For the purpose of allocating places, sibling means;

- Full sibling living at the same address as the applicant
  - Step sibling living at the same address as the applicant
  - Half sibling living at the same address as the applicant
  - Long term foster sibling living at the same address as the applicant
- d) **Admission of students, based on proximity to the school using a straight-line measurement.** 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.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, allocation will be determined by a tie-breaker.

Where parents have shared responsibility for a child, e.g. following the breakdown of their relationship the home address for admissions purposes will be the address where the child is registered with the GP.

## Waiting List

- 1.4 If there are no places available, parents/guardians that have applied for places in the relevant age group (as defined in the School Admissions Code), Year 7 must confirm in writing to Hadlow Rural Community School if they wish to have their application placed on the waiting list. The waiting list will be maintained in order of the oversubscription criteria and not in the order in which applications are received or added to the list. Names are normally removed from the list after six months unless parents/guardians submit a written request asking for their application to remain on the waiting list.

## Appeals

- 1.5 The Academy Trust shall ensure that parents and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. ‘Relevant children’ means children who are above compulsory school age or will be above compulsory school age by the time they start to receive education at the school. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

Parents will normally have 20 days after notification of a place not being offered at Hadlow Rural Community School to lodge an appeal. The notification will indicate the reasons for refusal of a place and of the right of appeal. Parents wishing to appeal against an admission decision by Hadlow Rural Community School should send a completed appeal form to the Clerk to the Appeal Panel at the address given on the appeal form, and will receive a date for their appeal hearing, giving a minimum of 10 days’ notice. Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing. Parents will always be given 10 days’ notice of the appeal hearing unless they agree to a shorter period of notice. At least 7 days before the hearing Hadlow Rural Community School will provide the parent with a written statement detailing the reasons why it has not been possible to allow the child to attend Hadlow Rural Community School.

The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel’s decision on the day of the hearing. In the case of the appeal hearings taking in excess of one day the Clerk to the Appeal Panel will contact parents with the decision on the final day of the hearings. The parents will also be informed of the outcome in writing within 5 days of the date of the hearing. In the case of unsuccessful appeals the Appeal Panel will give the parents their reasons for not upholding the appeal.

## Appendix

Reference: [https://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0009/29673/Admissions-Code-2014.pdf](https://www.kelsi.org.uk/_data/assets/pdf_file/0009/29673/Admissions-Code-2014.pdf)