

ADMISSIONS CRITERIA  
(SEPTEMBER 2017)

St. George's Church of England Foundation School caters for boys and girls of all abilities from ages 4-19 and structured as follows:

- A primary school
- A secondary school
- A sixth form

St. George's Church of England Foundation School is normally oversubscribed. To access general information about the school, please contact the school or visit the school's website: <http://www.stgeorges-school.org.uk>.

### **Admission of children outside their normal age group**

We do not routinely admit outside a child's normal age group however we will always consider any request for, and may offer without request, where we consider the student's needs would be best met in a different year group, an admission outside normal age group. The request, where possible, should be made in writing at the time of the admission application and should include the parental/carer reasons, and any information available from the child's current school including support or concerns, for the request. If necessary to help make an informed decision, the admissions officer may contact the child's current school to request their view.

All decisions will be made on the basis of the circumstances of each request with the best interests of the child considered, taking into account parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out 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.

### **APPLICATION PROCESS FOR PRIMARY AND SECONDARY PHASES**

Applications for admission to St. George's Church of England Foundation School should be made on the "Common Application Form" provided and administered by Kent County Council. You will also need to complete the school's supplementary forms which will allow for all places to be allocated using the following criteria which are applied, in the order of priority shown, to assist in the decision making process. More information and detail can be found in the Primary/ Secondary Admissions Booklet available from Kent County Council. Use the contact link on the [www.kent.gov.uk](http://www.kent.gov.uk) website.

St. George's Church of England Foundation School will follow the Local Education Authority's timetable for applications.

### **PRIMARY PHASE (YEARS R-6) ADMISSION ARRANGEMENTS**

The Published Admission Number from September 2017 is 60 for students in the Foundation Year (Year R). (Total in new school 60 in Year 1, 30 in Year 2 and 30 in Year 3) Although a child's entry to the school may be deferred (at the parent's request) parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age (fifth birthday) and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age (fifth birthday). The only restriction is that children must secure the offered place by starting school on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day), but not beyond the beginning of the final term. The prescribed days are 31 December, 31 March and 31 August. This means that children born between the 1 April and 31 August (also known as "summer born") must start school at the beginning of the April term if they wish to keep their offer; where parents wish for their summer born child to defer entry until the start of Year 1.

Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority 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 a 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 R the following year. Deferred applications must be made via paper CAF 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.

### **Primary Phase Oversubscription Criteria**

Where the number of applications for admission in the Primary Phase is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs, Education Health and Care Plan where the school is named on the statement, the criteria will be applied in the order of priority as shown below to assist in the decision making process.

1. All places will be allocated using the following criteria which are applied, in the order of priority shown, to assist in the decision making process.

2. Children in Local Authority Care or Previously 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 is subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order (as defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989)
3. Children of staff in either or both of the following circumstances:
  - i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - ii) the member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post
- 3 Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- 4 A child who attends a church and local church groups within the community. The local Vicar, Parish Priest or Pastor will be required to provide written evidence to the Governing Body on the Clergy's Form concerning the child's and parents/carers' affiliation to the local Church. Priority will be given to those who attend Church more frequently.
- 5 A child whose parents attend a church and local church groups within the community. The local Vicar, Parish Priest or Pastor will be required to provide written evidence to the Governing Body on the Clergy's Form concerning the child's and parents/carers' affiliation to the local Church. Priority will be given to those who attend Church more frequently.
- 6 A child who is affiliated to a Church and local church groups within the community through membership of youth groups associated with these Churches. The local Vicar, Parish Priest or Pastor will be required to provide written evidence to the Governing Body on the Clergy's Form concerning the child's (and parents' affiliation) to the local Church.
- 7 A child who requires a place on Medical / Health and Special Access grounds. This criterion will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to children under this criterion whose mental or physical impairment means they have a demonstrable and significant need to attend St George's Church of England Foundation School. Equally this priority will apply to children whose parents/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend St George's Church of England Foundation School. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner who can demonstrate a special connection between the child's needs and St George's Church of England Foundation School.
- 8 Distance from home to school measured in accordance with the Local Authority provision nearness of children's home to school – the Local Authority use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. The home of the child is established by the fact that they reside there permanently or where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent.
- 9 The School will hold a waiting list in oversubscription criteria order until the beginning of Term 2 in accordance with the Primary Intake Arrangements. (Year R).

## **SECONDARY PHASE ADMISSION ARRANGEMENTS (Year 7)**

The Published Admission Number from September 2017 is 217 for students in Year 7 being admitted from outside the School until 2023 and thereafter the total Year 7 group size will be 217, including children who transfer automatically from the School's Year 6. If fewer than 60 students transfer from the School's Year 6, the School will admit over the admission number of 157 so that the overall Year 7 group size shall be 217. The School is included within the co-ordinated admissions arrangements operated by Kent County Council. This means that the transfer of students from primary schools into the School is managed by the County Council along with admissions into all other secondary schools, with the additional supplementary forms being completed by parents and members of the clergy. As such parents of children in the primary phase will need to complete a Secondary Common Application form naming the school.

### **Secondary Phase oversubscription criteria**

Where the number of applications for admission in the Primary Phase is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs, Education Health and Care Plan where the school is named on the statement, the criteria will be applied in the order of priority as shown below to assist in the decision making process.

- 1 All places will be allocated using the following criteria which are applied, in the order of priority shown, to assist in the decision making process.
- 2 Children in Local Authority Care or Previously 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 is subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order (as defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989)
- 3 Children of staff in either or both of the following circumstances:
  - i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - ii) the member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post
- 4 Children with a sibling attending the School at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- 5 A child who attends a church and local church groups. The local Vicar, Parish Priest or Pastor will be required to provide written evidence to the Governing Body on the Clergy's Form concerning the child's and parents/carers' affiliation to the local Church. Priority will be given to those who attend Church more frequently.
- 6 A child whose parents attend a church and local church groups. The local Vicar, Parish Priest or Pastor will be required to provide written evidence to the Governing Body on the Clergy's Form concerning the child's and parents/carers' affiliation to the local Church. Priority will be given to those who attend Church more frequently.
- 7 A child who is affiliated to a church and local church groups through membership of youth groups associated with these Churches. The local Vicar, Parish Priest or Pastor will be required to provide written evidence to the Governing Body on the Clergy's Form concerning the child's (and parents' affiliation) to the local Church.
- 8 A child who requires a place on Medical / Health and Special Access grounds. This criterion will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to children under this criterion whose mental or physical impairment means they have a demonstrable and significant need to attend St George's Church of England Foundation School. Equally this priority will apply to children whose parents/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend St George's Church of England Foundation School. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner who can demonstrate a special connection between the child's needs and St George's Church of England Foundation School.
- 9 Distance from home to school measured in accordance with the Local Authority provision nearness of children's home to school – the Local Authority use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. The home of the child is established by the fact that they reside there permanently or where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent.
- 10 The School will hold a waiting list in oversubscription criteria order until the beginning of Term 2 in accordance with the Secondary Transfer Arrangements. (Year 7).

**Please Note: IT IS ESSENTIAL THAT PARENTS COMPLETE THE SCHOOL'S OWN SUPPLEMENTARY INFORMATION FORMS IF THEY WISH THEIR CHILD TO BE CONSIDERED BY ST. GEORGE'S COF E FOUNDATION SCHOOL. THESE FORMS CAN BE OBTAINED FROM THE SCHOOL AND MUST BE RETURNED TO THE SCHOOL NO LATER THAN FRIDAY, 4<sup>TH</sup> NOVEMBER 2016 FOR SECONDARY APPLICATIONS AND FRIDAY, 20<sup>TH</sup> JANUARY 2017 FOR PRIMARY APPLICATIONS.**

### **Admission to St George's Church of England School Sixth Form**

Priority will be given to existing students transferring from Year 11 who meet the entrance criteria. Admission to the Sixth Form will be as a result of applicants obtaining a minimum of 5 GCSE passes at grade A\*-C or above including Mathematics and English and A/B grades in their preferred AS subjects or nearest equivalents. (Further details can be found in the online Sixth Form Prospectus)

The admission number for external candidates will be flexible depending on the number of internal students transferring into Year 12 is less than the overall figure for the year group, which is **100**

### ***Oversubscription***

Following the admission of internal students transferring from Year 11, all remaining places will be allocated to learners who have met the entry requirements for the particular course of study. Where there are more learners seeking places than the number of places available, the following oversubscription criteria will be applied in the order set out below to rank students until the overall figure for the year group is reached:

1. 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 is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).
  2. 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 or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sister.
  3. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equalities 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' or guardians' physical or mental health or social needs means that 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 school.
  4. Distance – we use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion, these straight line measurements are used to determine how close each applicant's address is to the school.
- After a place has been offered the school reserves the right to withdraw the place in the following circumstances:
    - a. When the parent or learner has failed to respond to an offer within a reasonable time; or
    - b. When a parent or learner has failed to notify the school of important changes to the application information; or
    - c. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from the parent or learner.

### ***Offers and Appeals***

- Offers will be made on the basis of predicted performance at GCSE, with the requirement that the above grades are achieved in the final examinations prior to entry to the Sixth Form and the student's 4 chosen subjects being accommodated on the timetable, in feasible group sizes.
- All offers made during Year 11 are conditional on students meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results.
- Offer letters will be made before the end of May 2016. Offers will be confirmed once the school has been notified of GCSE results in August 2016.
- Where learners have achieved better result than the 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.
- Parents have a statutory right of appeal, should an application for a place be refused, by writing to The Clerk to the Governors, care of the school.
- Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered.

- A waiting list will be held, ranked according to the oversubscription criteria.