ADMISSIONS POLICY 2023/2024 (YEARS 7 TO 11)

Version: Version 1.0
Approved: 23 June 2021
Next review: June 2022
Co-ordinator: Christine Biggs

SANDWICH TECHNOLOGY SCHOOL

Introduction

The governors wish to establish Sandwich Technology School as serving Sandwich and the surrounding villages.

Numbers

The maximum number of intended admissions for Year 7 in the academic year commencing 1 September 2023 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 that 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 or previously in Local Authority care (as defined in Appendix A*).
2 Where a child has a brother or sister attending this school at the time of entry (as defined in Appendix A**).
3 Where there are medical grounds for admitting a child (as defined in Appendix A***).
4 Where a child has a parent who is an employee at the school (as defined in Appendix A****).
5 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.

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 2023

In the case of over-subscription, a waiting list will be compiled from March 2023 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 2023 when it will then be revised.

Late applications

Late applications should be made to the Local Authority until 25 April 2023. 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.

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 2023/2024 (SIXTH FORM)

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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 (including the Football Academy) students are required to have a minimum of five GCSE passes, including Mathematics and either English Language or English Literature, at grade 4 or above. (Students will need to meet specific criteria for the individual subjects that they wish to study and these are published annually in the Sixth Form Prospectus.)

Students wishing to follow the Level 2 Transition Year, or to study in the Football Academy at Level 2, have to achieve five GCSEs at grade 3 or better and have passed at grade 4 or better in at least one of English or Mathematics and meet the specific entry requirements of the courses they wish to study.

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 120 of which 35 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 or previously in Local Authority care (as defined in Appendix A*).
2 Where a child has a brother or sister attending this school at the time of entry (as defined in Appendix A**).
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 2023

In the case of over-subscription, a waiting list will be compiled from March 2023 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 2023.

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.

APPENDIX A

DEFINITIONS

***** Children in Local Authority care or previously in Local Authority care

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) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

** Brother or sister

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.

******* 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

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.