



**Astor**  
Secondary School

Adaptable - Creative - Proud

# Admissions Policy 2024 - 2025

Version Control			
Date	Changes	By	Approved
February 2023	Reviewed for academic year 2024 - 2025 and statutory changes adopted. PAN reduced to 150	PA to Headteacher	C Boxall

<b>Astor Secondary School</b>	
Astor Avenue, Dover, CT17 0AS 01304 201151 <a href="http://www.astorschool.com/">http://www.astorschool.com/</a>	
Headteacher: Mr L Kane Admissions Contact Name: Miss L Penn E-mail: <a href="mailto:office@astorschool.com">office@astorschool.com</a>	
Type of School: Secondary, Academy, All ability, Mixed	
Age Range: 11-18 Day Pupils	
<b>Published Admission No: 150</b>	<b>LA No: 886 DfE No: 4113</b>
Expected number on roll: 840	

To access general information about the School, including annual achievement and attainment tables, recent inspection reports and uniform policy, please contact the Main Office or visit the School's website.

#### **Open Sessions:**

Open Evening: Thursday 14 September 2023

#### **Oversubscription Criteria**

Before applying the oversubscription criteria, children with a statement of Special Education Need or an Education, Health and Care Plan which names the school, will be admitted. As a result of this the published admissions number will be reduced accordingly. If the number of preferences for the School is more than the number of places available, places will be allocated in the following priority order-

1. **Looked After Children and previously Looked After Children** - 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.
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 or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

3. **Health and Special Access Reasons** – 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 a 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 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.
4. **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 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 NLPG. The same address point on the school site is used for everybody. 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, we will use the address of the parent where the child sleeps for the majority of school nights. In the event that a child spends an equal number of days at both addresses, then the address closest to the school will be used.

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the School, the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be independently supervised.

Our waiting list will be re-ranked every time a child is added according to our oversubscription criteria.

#### **Supplementary Form Required: No**

Waiting lists will be maintained up to January 2024 and will be ranked according to the above oversubscription criteria.

#### **Sixth Form Admissions Arrangements**

Priority will be given to existing pupils transferring from Year 11 who meet the entrance criteria. Students are required to fill in an on-line application and a letter of application to the Headteacher. All students joining us will be asked to sign a Sixth Form Agreement. Entry to Advanced Level courses requires students to have five GCSE’s at grade 4 or above or the equivalent qualifications in five different subjects. The student should also have achieved a Grade 4 or above in English Language.

Any students who have not achieved a Grade C or above in English Language and Mathematics will be required to retake.

The admission number for external candidates will be **50**, but this figure may be exceeded in the event that this and the number of internal pupils transferring into Year 12 is less than the overall figure for the year group, which is 150.

## **6<sup>th</sup> Form Open Evening**

Thursday 23 November 2023

### **Over-subscription**

See Over-subscription criteria above

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 pupil's 4 chosen subjects being accommodated on the timetable, in feasible group sizes.

All offers made during Year 11 are conditional on pupils 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 June 2024. Offers will be confirmed once the school has been notified of GCSE results in August 2024.

Where learners have achieved better results 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.

### **Transport**

Please note, schools no longer have a designated area from which transport will be provided. In most instances KCC will only fund transport to the nearest school where this school is more than 3 miles from the child's home. Further information about exceptions to this rule can be found at [www.kent.gov.uk/education-an-children/schools.school-transport](http://www.kent.gov.uk/education-an-children/schools.school-transport)

Kent County Council Fair Access Protocol can be found at:

[In year fair access protocol - KELS!](#)

## **Appendix A: School Admissions Code for children with Special Educational Needs (SEN)**

(This appendix complies with "The School Admissions Code 2014")

[School admissions code - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## **Pupils with statements and Educational Health Care Plans (EHCP)**

The School Admissions Code sets out certain provisions relating to the admission of pupils with special educational needs (SEN). For example, paragraph 1.6 on pages 9-10 says:

All children whose statement of SEN or Education, Health and Care Plan (EHCP) names the school must be admitted.

The school must be consulted before it is named on a pupil's EHCP; if the school has any concerns about accommodating the pupil's needs or preparing for his or her transfer to the school, it will raise these during the consultation period.

The Samphire Star Education Trust will admit a pupil from the moment a school is named on the EHCP. Any specific arrangements to cater for the pupil's needs will be put in place as soon as possible. The named school will not delay admitting the pupil in order to make these arrangements.

## **Other pupils with SEN**

The Samphire Star Education Trust Admission criteria does not discriminate against, (or disadvantage) children with disabilities or those with SEN. The criteria is clearly outlined in our Admissions Statement.

We comply with Paragraph 1.27 of the DfE's SEN and Disability (SEND) Code of Practice which states that admission authorities:

- Must not refuse to admit a child who has SEN but does not have an EHC plan on the grounds that they do not think they are able to cater for the child's needs
- Must not refuse to accept a child simply because he or she does not have an EHC plan

## **Priority for children with social and medical need**

The Samphire Star Education Trust Admission criteria does not discriminate against pupils with social or medical needs in accordance with Paragraph 1.16 on page 13 of the DfE's Admissions Code.

## **Part-time admission of pupils with SEN**

The Samphire Star Education Trust is under no obligation to admit the pupil on a part-time basis unless it has been named on the pupil's EHC plan. The Local Authority will then be informed through the digital front door.

However, the Samphire Star Education Trust can consider part-time admission if it is deemed to be an effective way of helping a child to transition from a special school to mainstream education. Samphire Star Education Trust will ensure that all decisions regarding admission are made in the best interests of the child.

However, certain pupils will be considered - 'excepted pupils' - for the purpose of the limit and can be admitted even where this would mean exceeding the 30-pupil maximum.

Those with statements of SEN or EHC plans which name a Samphire Star Education Trust school can be admitted outside the normal admissions criteria. In any such case the school would always liaise with the Local Authority Area Education Officer.

### **Pupils with parents who have SEN**

The Samphire Star Education Trust is not required to consider the SEN of parents during the admissions process, under the School Admissions Code. Furthermore, paragraph 1.9 (f) of the code states that admission authorities must not give priority to applicants on the basis of the educational status of their parents.

Section 2 of the code, on page 21, lists information about parents that admission authorities must not ask for during the application process. This includes details of any:

- Disabilities
- SEN
- Medical conditions

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

Parents may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request. When such a request is made, the Head will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents.