



## Admissions Arrangements

### Secondary Transfer

**Reviewed: 17th April 2023**

All applications must be made via Kent Admissions. All details on how to complete applications will be found in the “Admission to Secondary School in Kent” brochure or on the KCC website: [www.kent.gov.uk/schooladmissions](http://www.kent.gov.uk/schooladmissions).

Once all applications have been received, they will be sent to the school to rank in priority order, as per the oversubscription criteria below:

The maximum number of pupils intended to be admitted in Year 7 in 2024, and all subsequent cohorts, will be 150. This is further referred to as PAN. For children who already have a place at the school in other year groups there will be no change.

### Oversubscription Criteria

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. Statement of Special Educational Needs/Education, Health and Care Plan - 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. As a result of this, the published admissions number will be reduced accordingly.
2. Looked after children and all previously looked after children, including 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.
3. 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, step brothers 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.
4. Health and Special Access Reasons - Medical, health, social 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 needs mean 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 particular school.

5. 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.

The final decision is made by Kent Admissions as to the school offered but parents will have the opportunity to appeal against their decision, details of how to do this will be provided with the offer letter.

### **Applications for Children to be taught outside their Expected Year Group**

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 might 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.

Deferred applications must be made via paper 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.

### **In year Admissions**

Parents who wish to apply for a school place in any year group outside the normal admission round must complete a school application form. These are available online via the school website.

If a place is available at the school

- An offer letter is produced and sent to parents.
- Parents accept or refuse the place to the school within 10 school days.
- If place is accepted, a start date will be given
- If the parent doesn't reply, a chaser letter will be sent after 10 school days. If no reply after a further 5 days, the school place will be withdrawn.

If a place is not available at the school

- Refusal letter produced and sent to parents
- The School will wait for 5 days to see if a place on the waiting list is requested. The waiting list is maintained in oversubscription criteria order. Parents are welcome to enquire with the Academy before completing the application form as to whether there are spaces in the year group.

### **Post 16 Admissions Arrangements**

The Sixth Form at Hartsdown Academy seeks to admit suitably-qualified students of all nationalities that are keen to develop their 21<sup>st</sup> Century skills and global competencies on a daily basis within a rigorous academic environment. The school's admissions policy is to conduct its

admissions on a fair and non-discriminatory basis, adhering to the admission criteria. We are looking to create a post 16 community that will be united by a common goal of developing the attitudes and interpersonal skills required for successful learners worldwide – that is, students who are collaborative, internationally-minded and able to engage meaningfully in independent inquiry. The school continually seeks to improve accessibility in relation to EAL, special educational needs and disabilities.

## **Admissions Criteria**

Hartsdown Academy seeks applications from students who can demonstrate they possess the appropriate levels of academic readiness, as well as the excellent attitudes and interpersonal and academic skills required for successful learning in the school. Hartsdown expects that students will have had a good attendance and disciplinary record.

## **Hartsdown Academy's IBCP**

Students should have Grade 5 in Maths and English and 3 other GCSEs grades 4+ or equivalent and have the academic, social and emotional potential to make positive contributions to the school community.

## **Application**

In order to achieve the highest possible chance of a place in the Sixth Form for September start, applications must be made through Kent Choices:

**If you are in year 11 in a Kent school** you will receive login details in November. If you have not received them please ask your school (do not self-register).

**If you are in year 11 at an independent school or a school outside Kent** you can self-register directly on the UCAS progress website. (<https://www.ucasprogress.com/search>)

As applications are received, you will be invited into the school to discuss the choices you have made and offers made as appropriate. Individual appointments can be made if young adults are unable to access this site.

## **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 to study the IBCP and the student's 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. Offers will be confirmed once the school has been notified of GCSE results in August.

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.