



# THE CHARLES DICKENS SCHOOL

## ADMISSIONS CRITERIA

### Academic Year September 2019

The Governors of The Charles Dickens School have determined the following admission arrangements for the academic year 2019-2020. The proposed PAN is 232.

#### **Oversubscription Criteria**

Where applications for admission exceed the number of places available the criteria below will be applied, in descending order, to decide which children to admit. In the event of over subscription with one of the criteria, other than (3), proximity to the school will be the deciding factor. For application on musical ability a form can be obtained from the school.

1. 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).
2. Sibling/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, step-brothers or sisters and foster brothers and sisters.
3. Where the child has demonstrated a particular aptitude in music. Up to 10% of the intake can be admitted under this criterion. Evidence of examinations taken, of music tuition undertaken, or musical group participation will be looked for. Auditions will be required. Applications for musical auditions should be at the school by October 31st.
4. Children of staff in either or both of the following circumstances:
  - a) 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
  - b) 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.
5. Where the child permanently resides within the areas traditionally served by the school (namely the following wards: Beacon Road, Bradstow, Cliftonville East, Cliftonville West, Kingsgate, St Peters, Viking). In the event of over subscription priority will be given to those living nearest to the school irrespective of the ward in which they live. The nearness of children's homes to school is 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 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.
6. Further pupils living nearest to the school. 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. 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.

Parents requesting to be placed on the waiting list need to complete the relevant LA form which should be sent direct to the school.



# THE CHARLES DICKENS SCHOOL

## SIXTH FORM ADMISSIONS CRITERIA

### Academic Year September 2019

The Governors of The Charles Dickens School have determined the following admission arrangements to Sixth Form for the academic year 2019 - 2020.

#### **Oversubscription Criteria**

1. Availability of suitable courses. In the event of courses being oversubscribed places will be allocated on a first come first served basis (providing entry criteria is met).
2. All students in Year 11 are eligible to apply to Sixth Form, priority will be given to existing students. A further 25 places will be provided for students applying from other schools.

In the event of oversubscription, places will be allocated according to the admissions criteria.

All applicants will be expected to attend a meeting where course requirements and their choices will be discussed.

All applications to Sixth Form can be made via UCAS Progress.



# THE CHARLES DICKENS SCHOOL



## APPLICATION FOR MUSIC AUDITION – 2019 INTAKE

Pupil Name: \_\_\_\_\_ Pupil Date of Birth: \_\_\_\_\_

Audition Instrument: \_\_\_\_\_

Audition Instrument Teacher: \_\_\_\_\_

Number of Years learning this instrument: \_\_\_\_\_

Latest Examination Pass Grade: \_\_\_\_\_ Examination Board: \_\_\_\_\_

List of other Musical Interests:

(Include church & school choirs, school and youth musical productions, other instruments learned etc.)

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Please attach to this application, a reference from your child's music teacher, music centre head, or school teacher about their musical aptitude, commitment and potential.

It is expected that successful candidates will play a full part in the musical life of the school throughout their time at The Charles Dickens School.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Person with parental responsibility)

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Please return this form to the Clerk to the Admissions, The Charles Dickens School, Broadstairs Road, Broadstairs, CT10 2RL by 31<sup>st</sup> October.

## **INFORMATION FOR PARENTS ON ENTRANCE TO THE SCHOOL BASED ON MUSICAL ABILITY**

*We are able to offer up to 10% of places each year to pupils who demonstrate a particular musical talent. These places go to pupils who would not normally gain admission to the school.*

### **How good do you have to be?**

There is no 'minimum standard in terms of examinations we are looking for. Formal musical qualifications are less important than talent and a desire to perform. Some of our best musicians came to the school with little in the way of traditional grades but had a willingness to learn. However, the possession of formal music examination qualifications could be an advantage.

### **Does singing count as an instrument?**

Of course! The voice is a wonderful instrument. We do look for singers who would be able to sing solos and lead parts. We would expect singers to take up a second instrument, which will help them in their singing if nothing else.

### **If my child is given a place at the school based on musical aptitude, what does that mean?**

Pupils who gain a place at the school on musical grounds are making a commitment to the musical life of the school. They will lead a normal school life and are expected to attend music clubs and participate in a multitude of rehearsals and performances throughout their time at school. The school has a deserved excellent reputation for music.

### **What if my child wants to give up their instrument in two or three year's time?**

Unfortunately, as they get older some pupils no longer wish to pursue their instrumental studies. We will not force them to do so as music should be something to be enjoyed. However, we would expect parental support. Pupils will be accommodated in other ways, singing in the choir or helping out at rehearsals and concerts, for example.

### **KS4 Music**

At KS4 music is offered as part of the National Curriculum and is part of the KS4 subject options offer, being dependent on student demand and viability. However, the school will ensure that a broad range of peripatetic music tuition is available.

### **What do I do next?**

Fill in a Music Audition form and return it to The Charles Dickens School by 31<sup>st</sup> October. Remember to enclose a testimonial as advised on the form. You will be invited to attend the school for an interview and musical audition.

**Musical auditions will be held in December.**

If you have any further enquiries, please contact the school.



# THE CHARLES DICKENS SCHOOL

## ADMISSIONS POLICY SEPTEMBER 2019

Aim: for the school to respond to all applications for places and to allocate places impartially and fairly according to clear public criteria.

### Before places are allocated the school will:-

- (1) Liaise with parents enquiring about a place at the school and the Local Authority.
- (2) In the lead up to application for Year Seven:-
  - (a) Hold regular walkabouts and briefings for parents of prospective pupils:
  - (b) Hold an 'Open Evening' for the prospective pupils and parents;
  - (c) Provide and publish a Prospectus which includes information about the school to all prospective families.

### In allocating places the school will:-

- (1) Accept all applications for admission if there are sufficient places available and if the school's Pupil Admissions Number (PAN) will not be exceeded.
- (2) If the school's admission number would be exceeded in granting all applications apply the school's admissions criteria to all applications.
- (3) If the places at the school have been allocated, the school will keep and maintain an up to date waiting list for each year group. The waiting list will be compiled according to the oversubscription criteria (found in the admissions criteria). Places will be allocated to students on that waiting list as they become available. The school will notify all unsuccessful applicants of their right to appeal if the school are unable to allocate a place to them.

### After places are allocated:-

- (1) The school will contact the pupil's former school and seek the pupils' records. This applies to pupils admitted to the school in all years.
- (2) In the light of information obtained the Special Educational Needs Manager (SENCO) will discuss a child's special need with the former school / relevant authority.
- (3) Parents of pupils allocated places at the school will be invited to the school for further information. Parents of Year Six pupils will be invited to a Parents' Evening.
- (4) Year Six pupils due to start at the school will be invited into the school to attend lessons on Transition Day.
- (5) All new pupils will be supported by their Form Tutor / Year Progress Manager (YPM) in their early days in the school. Pupils starting after the beginning of Year Seven will be assisted by a student representative/ Form Tutor / Year Support Officer (YSO)

### Application Process:

Applications for admission to The Charles Dickens School should be made on the "Common Application Form" provided and administered by Kent County Council. More information and detail can be found in the Secondary Admissions Booklet available from Kent County Council. The Charles Dickens School will follow the Local Education Authority's timetable for applications.

The Published Admission Number for The Charles Dickens School is 232 for all year groups. Where the number of applications for admission is greater than the published admission number, applications will be considered against the schools oversubscription criteria after the admission of students with statements of Special Educational Needs, Education Health and Care Plan where the school is named on the statement. As a result of this, the published admissions number will be reduced accordingly.

### 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.

### Waiting List:

The Charles Dickens School will keep and maintain an up to date waiting list for each year group. The waiting list will be compiled according to the oversubscription criteria. Places will be allocated to students on that waiting list as they become available. The school's Waiting List will be re-ranked, in line with the published oversubscription criteria, every time a child is added.