



# **ADMISSIONS POLICY**

## **SEPTEMBER 2023/24**

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As a Church of England Academy, we are inclusive of all regardless of creed, colour, race, gender, sexual orientation or ability. We hope to transform the lives of our pupils and students and our wider community by putting our core values of love, integrity, generosity, hope and tolerance (LIGHT) into action. As such, all should feel welcome and respected. Schools are, in part, measured by academic success. Pupils and students know this. We must help and enable each pupil and student to succeed to the best of their ability by providing high quality lessons and an appropriate curriculum for our pupils and students.

#### **Arrangements for admission to the John Wallis Church of England Academy, Ashford in the School Year 2023/4.**

The Academy has an admission number of 60 in Year R, 150 in Year 7 (see paragraph (b)) and 10 in Year 12 (see paragraph (b)).

The Academy will accordingly provide for the admission of 60 pupils to Year R, 150 students to Year 7 and at least 10 students to Year 12 each year if sufficient applications for entry are received. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the Academy to all those who have applied.

#### **Oversubscription criteria**

If the number of preferences for the Academy is more than the number of places available, places will be allocated in the following priority order:

Following the admission of pupils/students with EHC Plans, where The John Wallis Church of England Academy is the named school, the criteria will be applied in the order outlined below:

- (a) 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.

- (b) in respect of transfer into Year 7 and Year 12, children and young people who are already attending the Academy in Year 6 and Year 11 respectively (in other words, the Planned Admission Number for new applications to join the Academy in Year 7 is 210 less the number of children (not exceeding 60) transferring into Year 7 who are already attending the Academy in Year 6);
- (c) children whose sibling/s currently attend/s the Academy; in this context sibling means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step-siblings or foster-siblings;
- (d) 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'/carers' 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;

- (e) children of members of staff who have been employed at the Academy for two or more years, or of a member of staff who has been recruited to fill a vacant post for which there is a demonstrable skill shortage. This applies to members of staff who are directly employed by the Academy and have a contract of employment from the Academy;
- (f) children who are permanently resident with a TN23 postcode within the area bounded to the east by the A2070, to the west by the A28, and to the north by the Ashford to Maidstone railway line, in priority order according to the nearness of each child's home to the Academy. 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;
- (g) children who attend a Church which is a member of "The Churches Together in England and Wales". The local Vicar, Parish Priest or Minister 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 Church. Priority will be given to those who attend church services more frequently and the total number admitted under this criterion will not exceed 10% of the PAN for each Year Group; See Appendix 1 "Clergy Reference Form"; <sup>(1)</sup>
- (h) other children in priority order according to the nearness of each child's home to the school as defined in criterion (f) above.

<sup>(1)</sup> In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these {admission} arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

## **Admissions Committee**

The Academy will allocate places on the basis of the determined admissions arrangements. A decision to offer or refuse admission will be made by the Academy's Admissions Committee which comprises of the Principal, a governor, a Vice Principal and the Admissions Officer.

## **Summer Born Children**

Reception children are usually admitted for full-time education in September although this can be reviewed on an individual basis, taking into consideration each child's needs. Parents can request that the date their child is admitted to the Academy is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child attends part-time until their child reaches compulsory school age. Discussions with the Academy are strongly recommended prior to making a decision.

## **Requests for admission outside of the normal age group**

In particular circumstances, and in accordance with the Department for Education's School Admissions Code, parents may seek a place for their child outside of their normal age group - for example, if the child is gifted and talented, or has experienced problems such as ill health. Such requests should be discussed with the Principal as early as possible in the admissions round associated with that child's date of birth. This will allow the Academy sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a child outside of their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. 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 our ability to make an informed decision.

If the request is agreed, the application will be considered for the Year Group sought and ranked alongside any and all other applications. There is no guarantee that a place will be offered at this stage. Parents should complete an application for the usual point of entry at the same time, in case their request is declined, or they do not receive a place in the Year Group requested. This application can be cancelled if the Academy agrees to accept an application for entry into a different Year Group. Applications must be made via paper Common Application Form to the Local Authority, with written confirmation from the Academy 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 the oversubscription criteria specified for that round.

Where a child has been educated out of their normal age group, it is important for the parent to consider that this is not binding when they transfer to Secondary or any other School/Academy. It will be for the admission authority of that School/Academy to decide whether to admit the child out of their normal age group.

## **Tiebreaker**

In the event of tie, meaning that two or more applications are unable to be separated, we will allocate to those applicants who live the closest distance to the school as defined in criterion (f) above. In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school) the allocation of a place will be by the drawing of lots.

## **Admission to the Sixth Form**

The capacity for the Sixth Form is 250 students.

All external applicants must complete the Sixth Form Application Form which can be obtained from the Academy website or by contacting the Academy directly. Internal applicants must apply via the Academy website. Late applications will be considered if course places are available. Conditional offers are based on predicted GCSE, BTEC/other vocational grades.

External applicants must give evidence of their achieved grades to the school by the date as published on the Academy website. The offer of a place will be confirmed in writing before the start of the academic year.

If an applicant, or a parent on behalf of the applicant, wishes to appeal against the decision to not offer them a place in the Sixth Form, the applicant or parent(s) will have the right in the first instance to appeal to the Principal within 5 working days of receipt of the letter informing them of the decision not to offer them a place. The Principal will consider the application and inform the applicant and parent(s) of his decision. If the applicant or parent(s) wish to appeal this decision they can do so by writing to the Clerk to the Governing Body. The appeal will take place within 30 school days of the appeal being lodged in writing

to the Clerk to the Governing Body. The applicant and parents/guardians will be informed of the decision in writing within 5 days of the appeal being heard.

### **Waiting lists**

The Academy will operate a waiting list for each Year Group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **General**

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within the time specified in the offer letter; or
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent(s).

A child's home address is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to domestic or special arrangements. The address must be the child's home address on the day the application form is completed, and it must be either owned by the child's parent, parents or guardian, or leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement. If the parents live separately but share responsibility for the child and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

### **Appeals**

In the event of an application being unsuccessful parent(s) or guardian(s) have the right of appeal:

- (1) Appeals for entry into Year R and Year 7 will be managed in accordance with the KCC Appeals Process as outlined on the KCC Admissions website (see link below).

<https://www.kent.gov.uk/education-and-children/schools/school-places/appeal-a-school-offer>

- (2) "In year" casual admission appeals will take place within 30 school days of the appeal being lodged in writing to the Clerk to the Governing Body. Parents/Guardians will be informed of the decision in writing within 5 days of the appeal being heard.

**Admissions Policy – Appendix 1**  
**APPLICATION FOR ENTRY FROM SEPTEMBER 2023 - CLERGY REFERENCE FORM**  
**To be used with all category (g) applications**

**TO BE COMPLETED BY THE PARENT/GUARDIAN:**

Child's Full Name	
Date of Birth	
Primary School	
Home Address	

**1. Parent/Guardian/Carer:**

First Name	
Surname	
Title (Mr, Mrs, Miss, Dr, Other)	
Relationship to child	
Address	
Telephone Number(s)	
Email address	

**2. Parent/Guardian/Carer:**

First Name	
Surname	
Title (Mr, Mrs, Miss, Dr, Other)	
Relationship to Child	
Address	
Telephone Number(s)	
Email address	

If the contacts above <u>live</u> at different addresses please indicate the child's residence	1	2
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\* In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these {admission} arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**TO BE COMPLETED BY THE PARISH PRIEST/RECTOR/VICAR/MINISTER/PASTOR**

I confirm the above mentioned child has been attending my Church for .....Years.....Months

The child attends worship regularly (twice or more each month) and has done so for the past two years.	
The child attends worship frequently (once a month) and has done so for the past two years.	
The child attends worship occasionally (Church Festivals/Church Parade/School Services) and has done so for the past two years.	
The child attends worship infrequently (Hardly ever/ Never)	

I confirm the parents of the above mentioned child has been attending my Church for .....Years.....Months\*

The parent/guardian/carer attends worship regularly (twice or more each month) and has done so for the past two years.	
The parent/guardian/carer attends worship frequently (once a month) and has done so for the past two years.	
The parent/guardian/carer attends worship occasionally (Church Festivals/Church Parade/School Services) and has done so for the past two years.	
The parent/guardian/carer attends worship infrequently (Hardly ever/ Never)	

Name of Church.....

Address.....

Postcode.....Telephone Number.....

Is this church a member of Churches Together in England and Wales? Yes/No

I confirm that the details given are an accurate representation of the involvement of the family with the worship and life of.....Church.

Signed (Parish Priest/Rector/Vicar/Minister/Pastor).....

Name.....

Address.....

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Telephone.....