

3rd November 2023



Dear Parent / Carer

### **Sandwich Technology School: Proposal document to reduce the Published Admission Number**

The Governing Body and the Leadership Team of Sandwich Technology School propose to reduce the Published Admission Number (PAN) for new Year 7 pupils from 255 to 245, to take effect from September 2025.

The proposed change will help our school effectively focus its learning and teaching resources. The Governing Body and staff feel strongly that the proposed reduction will benefit future outcomes for our students, whilst still enabling us to meet the demand of places for local families.

In the last two years there have been a surplus of places in the area which has meant that financial planning for the school is difficult as there is a lack of certainty about our intake and income. By reducing the PAN this will no longer be the case. The proposed change will not affect the current pupils or those who choose to accept an offer for a Year 7 place in September 2024.

All current and future parents and any other interested stakeholders can make comments on this proposal, information on how you can do this is detailed at the end of this letter, under the section titled "How to make your views known".

### **Background**

The current Published Admission Number (PAN) for STS is 255. Reducing the PAN will assist the Trust to provide stability in its long-term planning and allow the school to secure high-quality educational outcomes for the pupils currently on our roll, while continuing to provide an appropriate number of places for future pupil numbers in line with demand in the area local to the school, namely Sandwich, Deal, Ramsgate, Aylesham and the surrounding villages. Although the Regulations and Code of Practice relating to school admissions no longer require an admissions authority to consult when maintaining or increasing a schools PAN, there remains a requirement to consult when the proposal is to reduce. This means that in the future, should it become apparent that there is a need to increase the PAN again, this could be done.

Sandwich Technology Schools Governing Body as the admissions authority for STS, is seeking comments on the proposed change.

### **Specific Proposal**

The Governing Body proposes to reduce the Published Admission Number (PAN) from 255 to 245 with effect from September 2025. This means that the number of school places for pupils wishing to request a place to attend STS in Year 7 in 2025 will be 245, as will all subsequent Year 7 cohorts thereafter. For pupils who already have a place at STS in other year groups, there will be no change.

This is the only proposed change to the admissions criteria; all other criteria will remain the same.

It is important to the Governing Body, to consider the views of our parents and the wider community. If you would like to contribute to the consultation, please complete the Consultation Response Form available on our website.

## How to make your views known

The consultation will run from 3<sup>rd</sup> November 2023 until 15<sup>th</sup> December 2023. All stakeholders are invited to submit comments about the proposal using the stakeholder response form or in writing to:

PAN Consultation

Sandwich Technology School

Deal Road

Sandwich

Kent

CT13 0FA

Or email to: [admin@sandwich-tech.kent.sch.uk](mailto:admin@sandwich-tech.kent.sch.uk) (title email PAN Consultation STS)

For the duration of the consultation the STS website will display the following documents:

- Proposed new Admissions Policy (Sept 2025)
- Admissions Policy (Sept 2024)
- Stakeholder Response Form

website: [Admissions Consultation - Sandwich Technology School \(sandwich-tech.kent.sch.uk\)](https://sandwich-tech.kent.sch.uk)

School email: [admin@sandwich-tech.kent.sch.uk](mailto:admin@sandwich-tech.kent.sch.uk)

Stakeholders are deemed to be:

- Parents and careers of children aged between 2 and 18 years of age
- All other admission authorities within the relevant area
- Kent Education Authority
- Any adjoining neighbouring local authorities where the admission authority is the local authority
- Other persons in the local area who may have an interest in the proposed new arrangements

All comments received by the end of Friday 15<sup>th</sup> December 2023 will be considered by the Governing Body at a meeting that is scheduled to take place on Monday 5<sup>th</sup> February 2024.

Yours Sincerely



Tracey Savage  
Headteacher

## ADMISSIONS POLICY 2025/2026 (YEARS 7 TO 11)

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Version: Version 1.0  
 Approved:  
 Next review:  
 Co-ordinator:



### Introduction

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

### Numbers

The school's published admissions number for Year 7 in the academic year commencing 1 September 2025 will be 245.

### 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 an independently supervised, random selection will be applied.

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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 2025

In the case of over-subscription, a waiting list will be compiled from March 2025 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 31 December 2025 when it will then be revised.

**Late applications**

Late applications should be made to the Local Authority until (*date to be confirmed by KCC*). 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.

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**APPENDIX A****DEFINITIONS**

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**\* 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.

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