

## **THE ADMISSION OF PUPILS TO THE CORNWALLIS ACADEMY on site of Cornwallis School, Maidstone, Kent**

1. This document sets out the admission arrangements for the Cornwallis Academy. The document forms an Annex to the Funding Agreement between The Future Schools Trust, Kent County Council and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.

2. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with, all relevant provisions of the statutory codes of practice as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Future Schools Trust. In particular, the Academy will take part in the Admissions Forum set up by Kent CC and have regard to its advice; will participate in the co-ordinated admission arrangements operated by Kent local authority, and participate in the in-year fair access protocols with other Kent schools.

3. Notwithstanding these arrangements, the Secretary of State may direct the Cornwallis Academy to admit a named pupil to the Academy on application from a local authority. Before doing so the Secretary of State will consult the Future Schools Trust.

### **I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE**

4. The admission arrangements for the Cornwallis Academy for the academic year 2016-2017 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- a) The Cornwallis Academy has an agreed admission number of 255 students, to be admitted into Year 7 each year if sufficient applications are received.
- b) The Future Schools Trust may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, The Future Schools Trust will consult those listed at paragraphs 24 below.

Other than twins, triplets etc [see paragraph 11 below] students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

## **Process of application**

5. Applications for places at the Academy will be made in accordance with Kent local authority's co-ordinated admission arrangements and will be made on the Common Application Form (CAF), provided and administered by the Kent local authority.

The Future Schools Trust will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Kent Admissions Forum or Kent local authority:

- a) September – The Future Schools Trust will publish information about the arrangements for admission to the Cornwallis Academy, including oversubscription criteria, for the following September (e.g. in September 2015 for admission in September 2016). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. This will be provided to the local authority for inclusion in the composite prospectus, as required;
- b) September – The Future Schools Trust will provide opportunities for parents to visit the Cornwallis Academy;
- c) October – All Kent Secondary Common Application Forms (SCAF) to be completed and **returned to the local authority** to administer.
- d) October – All Cornwallis Supplementary Forms to be completed and **returned to Cornwallis Academy**.
- e) November – Non-verbal CAT testing carried out with all students who submitted Cornwallis Supplementary Forms.
- f) December – the local authority sends applications to Cornwallis Academy.
- g) December/January – Non-verbal CAT testing carried out with students who missed the November date.
- h) January – Cornwallis Academy ranks applicants according to the oversubscription criteria for the Academy and sends a list of pupils to the local authority.
- i) February – Kent local authority applies agreed scheme for own schools, informing other local authorities of offers made to their residents.
- j) March – offers made to parents.

## **Consideration of applications for entry into Year 7**

### **Procedures when the Cornwallis Academy is oversubscribed in Year 7**

6. a) Students with statements of special educational needs will be admitted where the Cornwallis Academy is named in the statement. They will be counted against the agreed admission number.

6. b) (Banding)

After the admission of students with statements of Special Educational Needs where the Cornwallis Academy is named on the statement, the remaining applicants will be split into five bands based on a normal distribution of non-verbal cognitive ability scores within the national profile. Further detailed explanation of this and the aptitude test are available from the academy but the table below gives indicative proportions and numbers.

To reflect a normal distribution we will use the following band identifiers

Non Verbal Cats interval	Less than 70	70 to 85	86 to 112	113 to 127	More than 127
Percentage	10%	20%	40%	20%	10%
Number	26	51	101	51	26

Anyone placing Cornwallis Academy on the application form will need to bring their child for a non-verbal CATs test. This will take place in the second/third week in November 2015.

7. If the Academy is oversubscribed, places will be ranked using each of the following in priority order, with applications submitted by the published deadline taking initial priority. Late applications will be allocated in the same order.

**Within each band** the criteria will be applied in the order in which they are set out below:

- a) Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).
- b) Children of staff employed by Future Schools Trust and working at Cornwallis Academy as their primary place of work where:
  - i) 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.
  - ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- c) Children applying from Tiger Primary School on the Boughton Lane site which is run by the Future Schools Trust and is a named feeder school for Cornwallis Academy.

- d) Current family association (only an elder brother or sister in the Academy at time of application, who will still be attending when the applicant child is admitted counts.)
- e) 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.
- f) 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 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 Ordnance Survey. The same address point on the school site is used for everybody. The school uses measurements provided by the Local Authority.

Note – where less than the required number fall into a band, we will distribute evenly from adjacent bands.

8. If the last pupil to be offered a place within the Cornwallis Academy's published admission number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

9. These criteria apply for Y7 entry and for any admission at any other time up to Y11. Admissions to the 6<sup>th</sup> form are covered by different criteria.

10. The annual allocation of places will be supervised by at least two persons being members of the Cornwallis Academy senior management team or Future Schools Trust governors, and who are not otherwise involved in meeting and briefing prospective parents and students, and who have not otherwise been involved in discussing individual cases during the admissions process.

11. In the event of oversubscription in Year 7, the above procedure will be open to scrutiny by an appropriately qualified external consultant appointed by the Future Schools Trust.

### **Admission arrangements for children to be taught outside their expected year group.**

12. Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth.

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.

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 CAF 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 our oversubscription criteria.

### **Operation of waiting lists for admission into Year 7**

13. Where in any year the Cornwallis Academy receives more applications for places in Year 7 than there are places available, a waiting list will operate between March and the end of the following academic year. This list will be maintained by The Future Schools Trust. It will be open to any parent or guardian who requests that his/her daughter/son's name be placed on the waiting list, following an unsuccessful application. Parents will be directed to follow local authority procedures in seeking a place (see paragraph 13)

14. If spaces become vacant and the academy receives a request for a place, we will follow local authority procedures and direct the application to the secondary admission team at the authority.

### **Arrangements for the Independent Appeal Panel**

15. Parents or guardians will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The Future Schools Trust. The Appeal Panel will be independent of the Cornwallis Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education and Skills as it applies to Foundation and Voluntary Aided schools. The determination of the Appeal Panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties [DfES Admissions CoP 2007]. The Future Schools Trust will prepare guidance for parents or guardians about how the appeals process will work and provide a named contact who can answer any enquiries about the process.

## **Arrangements for admission to post-16 provision**

### **Arrangements for admission**

16. The Cornwallis Academy has an admission capacity of 350 students for Year 12, for the academic year 2016/2017. These places are expected to be taken up by students progressing from within the two Future Schools Trust academies – the Cornwallis Academy and the New Line Learning Academy [at the Boughton Lane site]. It is expected that the majority of the student-places across the two years will be provided at the Cornwallis Academy site.

17. The Future Schools Trust will publish specific criteria in relation to minimum entrance requirements for the range of courses available, based on GCSE grades or other measures of prior attainment.

18. Priority will be given to existing pupils transferring from Year 11. The PAN for external candidates will be 90 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 total figure for the year group, which is 350.

19. The Future Schools Trust will publish arrangements for allocating these places. They will vary from year-to-year depending on which courses are undersubscribed. If available courses are over-subscribed, a distance criteria will be applied if there is greater demand than places available, with places offered to those applicants who live closest to the mid-point between the Cornwallis Academy and the New Line Learning Academy as measured in a straight line from a designated point at their home to that mid-point.  
[OS Map 148 Ref: 756 509]

20. If Year 12 is oversubscribed from Future Schools Trust academies students meeting the minimum admissions criteria, the Future Schools Trust will apply to the Secretary of State to exceed its PAN.

21. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants.

### **Arrangements for admitting pupils to other year groups (except Year 7 and Year 12) including to replace any pupils who have left the Cornwallis Academy.**

22. If existing students in the predecessor school do not progress to the Cornwallis Academy, or if students leave during the course of an academic year, or between academic years, places will be offered to other applicants. If there are more applicants than places available the Future Schools Trust will apply the oversubscription criteria set out in paragraph 10A to 10E above. Parents whose application is turned down are entitled to appeal.

23. Notwithstanding the above, The Future Schools Trust may refuse admission to particular applicants in the specific circumstances described in 7.7 of the statutory Code of Practice on Admissions or any like provision in any subsequent Code of Practice.

## **II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

24. The Future Schools Trust shall consult each year on its proposed admission arrangements for the Cornwallis Academy.

25. The Future Schools Trust will consult by 1 March each year:

- a) Kent local authority;
- b) any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the local authority;
- c) any other governing body for primary and secondary schools (as far as not falling within paragraph (b) located within the relevant area for consultation.
- e) DFE

### **Determination and publication of admission arrangements**

26. Following consultation, the Future Schools Trust will consider comments made by those consulted. The Future Schools Trust will then determine its admission arrangements for the Cornwallis Academy by 15 April of the relevant year and notify those consulted what has been determined.

### **Publication of admission arrangements**

27. The Future Schools Trust Academies will publish its admission arrangements for the Cornwallis Academy each year once these have been determined, by:

- a) copies being sent to primary and secondary schools in Kent;
- b) copies being sent to the offices of Kent CC;
- c) copies being made available without charge on request from the Academy;
- d) copies being sent to public libraries in Kent for the purposes of being made available at such libraries for reference by parents and other persons.

28. The published arrangements will set out:

- a) the name and address of the Academy and contact details;

- b) a summary of the admissions policy, including oversubscription criteria;
- c) a statement of any religious affiliation [none];
- d) the numbers of places and applications for those places in the previous year;
- e) arrangements for hearing appeals.

### **Representations about admission arrangements**

29. Where any of those bodies that were consulted, or that should have been consulted, make representations to the Future Schools Trust about its admission arrangements for the Cornwallis Academy, the Future Schools Trust will consider such representations before determining the admission arrangements. Where the Future Schools Trust has determined their admission arrangements and notified all those representations bodies they have consulted and any of those bodies object to the Academy's admission arrangements they can make representation to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the Future Schools Trust. Where he judges it appropriate, the Secretary of State may direct The Future Schools Trust to amend its admission arrangements for the Cornwallis Academy.

30. Those consulted have the right to ask the Future Schools Trust to increase their proposed Published Admissions Number for the Cornwallis Academy for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Future Schools Trust to increase the proposed Published Admissions Number. The Secretary of State will consult the Future Schools Trust and will then determine the Published Admission Number.

31. In addition to the provisions at paragraphs 35 and 36 above, the Secretary of State may direct changes to the Cornwallis Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

### **Proposed changes to admission arrangements by the Future Schools Trust Academies after arrangements have been published**

32. Once the admission arrangements have been determined for a particular year and published, The Future Schools Trust will propose changes only if there is a major change of circumstances. In such cases, the Future Schools Trust must notify those consulted under paragraphs 24-25 above of the proposed variation and must then apply to the Secretary of State setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.

### **Need to secure Secretary of State's approval for changes to admission arrangements**



33. The Secretary of State will consider applications from The Future Schools Trust to change their admission arrangements for the Cornwallis Academy only when The Future Schools Trust have notified and consulted the proposed changes as outlined in Section II above.

34. Where the Future Schools Trust has consulted on proposed changes the Future Schools Trust must secure the agreement of the Secretary of State before any such changes can be implemented. The Future Schools Trust must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

35. The Secretary of State can approve, modify or reject proposals from the Future Schools Trust to change its admission arrangements for the Cornwallis Academy.

36. Records of applications and admissions shall be kept by The Future Schools Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.