



# Knole Academy

Creativity in Learning  
Confidence to Achieve

## ADMISSIONS POLICY

For September 2020

APPROVED	Approved by Education committee on 04.05.2018 Ratified by FGB on 22.06.18		
REVIEW DATE			
SIGNED PRINCIPAL		PRINT NAME	Mrs M Boyle
SIGNED CHAIR OF GOVERNORS		PRINT NAME	Miss T Homewood

## **Admission Policy**

### **Preface**

#### **Safeguarding:**

The safeguarding of children and young people underpins the work of the academy and must be adhered to as a prime responsibility.

#### **Equality:**

The Knole Academy is committed to providing all staff, students, parents, visitors and members of the wider community using the sites with equality of opportunity regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. All policies are screened for their impact on equality and issues are addressed if they arise. Knole Academy will provide special consideration on an individual basis if anyone is considered to have a specific special need. Any parent who feels that their child has such a need should contact the relevant Pastoral Leader in the first instance to explain their concerns.

This policy, and its associated procedures and protocols, is based on these key principles

## **THE ADMISSION OF STUDENTS TO KNOLE ACADEMY**

### **Admissions Number**

1. Subject to any changes approved or required by the Secretary of State, the Academy Trust has the following agreed admissions numbers for the year 2020/2021 and subsequent years.
  - a) 240 in Year 7
  - b) 240 in year 8
  - c) 240 in Year 9
  - d) 210 in Year 10
  - e) 240 in Year 11
  - f) 350 in the Sixth Form, 175 of which in year 12. No Knole Academy student will be refused entry provided they have met the minimum entry requirements for the appropriate course.
2. The Academy Trust is not required to consult on their PAN where it is proposed to either increase or keep the same PAN. The Academy Trust will notify the LA of any intention to increase the school's PAN and reference to any such changes will be made on the website. The Academy Trust can admit above the PAN in-year.

### **Process of Application**

3. Arrangements for applications for places at Knole Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Secondary Common Application Form provided and administered by the relevant local authority.
4. The Academy Trust will use the following timetable for applications to the Knole Academy each year (exact dates within the months may vary from year to year) and will fit in with the common timetable outlined in the LA coordinated Admissions Scheme for Kent.

a) By September - The Academy Trust will publish, in the Knole Academy's prospectus, information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2019 for admission in September 2020). This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the Academy. The Academy Trust will also provide information in relation to the Knole Academy to the LA for inclusion in the composite prospectus, as required;

b) September/October - The Academy Trust will provide opportunities for parents/carers to visit the Academy and will organise for children to have the opportunity to take an expressive arts assessment – *appendix 1*;

c) October/November – Secondary Common Application Form will be completed and returned to the pupil's home LA to administer;

d) Kent LA will send Knole Academy applications to the Academy Trust;

e) Academy Trust will send a list of pupils to be offered places at the Academy to Kent LA;

f) February the LA will apply the agreed scheme for its own schools, informing other LAs of offers to be made to their residents.

g) 1 March offers will be made to parents/carers.

5. The national closing date for applications as follows:

31 October for secondary applications

The Academy will ensure its application processes enable parents/ carers to apply before these deadlines.

### **Consideration of Applications**

6. The Academy Trust will consider all applications for places at the Knole Academy. 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.

7. 90% of places will be offered without reference to aptitude or ability.

8. **Knole Academy is an expressive arts school** and 10% of the places (24) will be offered to students who show a particular aptitude for performing arts and/ or the visual arts.

- Children seeking places under this criterion will be invited into the school for an aptitude assessment evening where an appropriate set of tasks will be presented to them and the outcomes assessed by qualified staff. Parents are welcome to provide us with certificates to demonstrate their child's ability in music, dance, drama or art, however the places will be allocated based on the performance of the child on the assessment evening. In exceptional circumstances a child may be allowed to complete their aptitude test on an alternative evening, however, this is at the discretion of the Principal and documentary evidence of the exceptional circumstance would normally be required. The Academy will rank the children according to aptitude and will notify parents of the result of the test before parents need to submit their SCAF.
- If this 10% of places is not filled on artistic aptitude they will become available to other applicants using the oversubscription criteria as described in paragraph 28 a-f.

### **Procedures Where the Knole Academy is oversubscribed**

9. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. 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. After the admission of pupils with Statements of Special Educational Needs or Education, Health and Care Plan, where the Knole Academy is named on the Statement, the criteria will be applied in the order in which they are set out below:

**a)** 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).

**b)** 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. Robust and documented social, medical or psychological evidence must be provided in support, from an appropriate independent registered professional such as a social worker, hospital consultant, GP or health visitor at the time of the original application, and must set out why the Academy is the only school that can meet the young person's needs or circumstances; (All correspondence will be treated as private and confidential)

**c)** Where the child has a sibling attending the school at the time of entry; 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, stepbrothers or sisters and foster brothers and sisters.

**d)** Where the child is the daughter/son of a member of staff. In this context, daughter/son means children who are natural children, step children, adopted or fostered children. The member of staff must have been directly employed at the school for two years or more at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

**e)** Proximity of the child's home to the school, with those living nearer being accorded the higher priority\*. The school will rely on the Local Authority information provided in the booklet. The school uses measurements provided by the Local Authority and further information on how distances are calculated is available in the LA's Admissions booklet - *appendix 2*.

\*Nearness of children's homes to school - we use the distance between the child's permanent home address (For definition of the child's home address, please refer to the Local Authority's Admissions booklet) 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. (New rules from KCC)

10. If the school's PAN is reached following admittance of one child of a multiple birth, the other child/children will be admitted over the PAN.

Note: The Governing Body of the Knole Academy will monitor the pattern of applications to the Academy and the profile of those pupils admitted, and will keep under review the option and potential benefits of introducing "Fair Banding" as an over-subscription criterion in the future. Before adopting banding the Academy will consult and seek the Secretary of State's approval.

### **Post 16 transfer criteria**

11. The Academy operates a sixth form for a total of 350 pupils. 175 places overall will normally be available in Year 12.

On completion of Year 11 students will transfer into the Sixth Form if they meet entry requirements. Knole Academy cannot accommodate students repeating any part of their KS3/4 schooling and the option to repeat academic years will not be offered as this is disruptive to teaching and jeopardises the success of cohorts taking these studies for the first time. If, in exceptional circumstances, a student has missed a significant part of an academic year through absence, the offer to repeat a year may be considered

The Governing Body of the Knole Academy will publish specific criteria in relation to minimum academic entrance requirements for the sixth form, based upon GCSE grades or other measures of prior attainment. To access level 3 courses such as IBCP, A-level and Vocational studies students will normally have achieved level 4 in English and maths and have an average attainment score above 4. These criteria are the same for internal and any external transfers and will be subject to consultation. All internal applicants who meet the criteria will be allowed to enter the 6th form, even if this number is greater than the planned admissions number.

In addition to the sixth form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If pupils fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

The academic entry criteria will be published in the autumn, immediately preceding the year of admission. The criteria will be included within the Academy's prospectus and within the Local Authority composite admission prospectus.

If 200 or more pupils from within the Knole Academy meet the academic entry criteria and wish to enter Year 12 of the sixth form, no external applicants will be considered. Where fewer than 200 of the Academy's pupils progress to Year 12 vacant places will be offered to external applicants meeting the academic entry requirements.

Where there are more external applicants for any available sixth form places than places available, after the admission of pupils with Special Educational Needs, where the Academy is named on the Statement, the oversubscription criteria in paragraph 9 a-e above will be applied to determine who is admitted.

Applications should be made to Knole Academy through the common Kent application process, this involves applying via Kent choices 4U.

12. There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

### **Operation of Waiting Lists**

13. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Knole Academy receives more applications for places than there are places available, a waiting list will operate for an academic year. This will be maintained by the Academy Trust and it will be open to any parent/carer to ask for his or her child's name to be placed on the Waiting List, following an unsuccessful application.
14. The sixth form waiting list will be maintained until 30 September. It is not usually possible for a student to enter the sixth form in year 13. A student with exceptional circumstances would need to submit written documentary evidence to the Assistant Principal responsible for leading the 6<sup>th</sup> form. Applicants would still have the right to appeal to an Independent Appeals Panel.
15. Students' position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 9, or for post-16 paragraph 11 above. Where places become vacant they will be allocated to pupils on the waiting list, in accordance with the oversubscription criteria. If a new student is added to the waiting list, the list will be re-ranked in line with the published oversubscription criteria.

### **Arrangements for Admitting Pupils to Other Year Groups, including to Replace any Pupils Who Have Left the Academy**

16. Knole Academy will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.
17. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the pupil unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 9 or for post-16 places, paragraph 11, shall apply. Parents/carers whose application is turned down shall be entitled to appeal.
18. For in-year casual applications, parents need to complete and return to us the appropriate form which can be downloaded from the Kent County Council website. Completed applications should be sent direct to Knole Academy for the attention of the Admissions Secretary. If the academy does not have space in a year group, you will be sent a letter informing you that the academy has no places available for your child. You will then have an option to go on the academy's waiting list and/or appeal. Names are kept on the waiting list for the remainder of the academic year, at the end of which all names are removed. Paragraph 13 also applies in respect of this waiting list. Should you wish your child to remain on the waiting list for the next academic year, it is your responsibility to submit another IYCAF. The details on how to appeal can be found on our website, or by clicking [here](#).

The Knole Academy will participate in Kent County Council's In-Year Fair Access Protocol (IYFA) for the area.

19. In-year casual admissions for a place in year 12 will be accepted until 30 September. No new admissions will be accepted after this date unless there are exceptional circumstances. Documentary evidence of the exceptional circumstances will need to be submitted, in writing, to the Assistant Principal responsible for leading the 6<sup>th</sup> form. Applicants would still have the right to appeal to an Independent Appeals Panel.

### **Monitoring, Evaluation and Review**

The Governors will review this policy at least every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

KNOLE  
ACADEMY

**(BLOCK LETTERS PLEASE)**

Child's Surname:		First Names:	
Child's Normal Address (in full, <b>including postcode</b> ):		Date of Birth:	
		Telephone No.	
Parent's email address:			
Parent(s) Name(s):			
Primary school which child currently attends:			
<p><b>PARENTAL DECLARATION</b></p> <p>I would like my child to be considered for a specialist place at Knole Academy. I understand that he/she will need to sit an aptitude test. I understand that my child should be entered for the test which will best demonstrate his or her aptitude.</p> <p> <input type="checkbox"/> <b>Visual Arts</b>  <input type="checkbox"/> <b>Dance</b>  <input type="checkbox"/> <b>Drama</b>  <input type="checkbox"/> <b>Music</b> </p> <p>The academy will write to you in early October to inform you of the outcome of the test.</p>			
For Academy Office use only: Date received:			

**Please see overleaf for further details and the criteria used for the award of expressive arts places.**



### **Criteria for the Award of Expressive Arts Places using the Aptitude Test**

Knole Academy is an expressive arts school and 10% of the places (24) will be offered to students who show a particular aptitude for performing arts and/ or the visual arts. The places will be allocated according to the following criteria:

- Children seeking places under this criterion, will be invited into the school for an aptitude assessment evening where an appropriate set of tasks will be presented to them and the outcomes assessed by qualified staff.

If this 10% of places is not filled on artistic aptitude they will become available to other applicants using the oversubscription criteria.

Parents are invited to apply for their child to sit the expressive arts aptitude test and are given information about the date and time. If a child is unable to attend for the aptitude test they will not be considered for a specialist place unless there are exceptional circumstances which justify the child sitting the test on an alternative day. Written evidence of the exceptional circumstances would need to be submitted to the Principal at least 24 hours before the test is due to be taken and permission would be at the Principal's discretion.

Parents applying for their children to sit the expressive arts test are expected to name Knole Academy as one of their school preferences on the SCAF. If parents do not have a strong preference for Knole Academy we would ask them not to apply for a place in order to allow the places to be allocated to students who intend to attend the academy if successful.

For the visual art test children are asked to do some drawing and design work and for the performing arts test they will take part in a range of relevant activities. Children do not need to bring anything or prepare anything in advance for either of the tests which will take place at the Knole Academy. The tests are intended to identify aptitude not ability.

The work produced during the tests is ranked and moderated by specialist teachers from the academy in the relevant subjects. They will take into account the extent to which children have demonstrated a competent aptitude for:

Either (visual art)

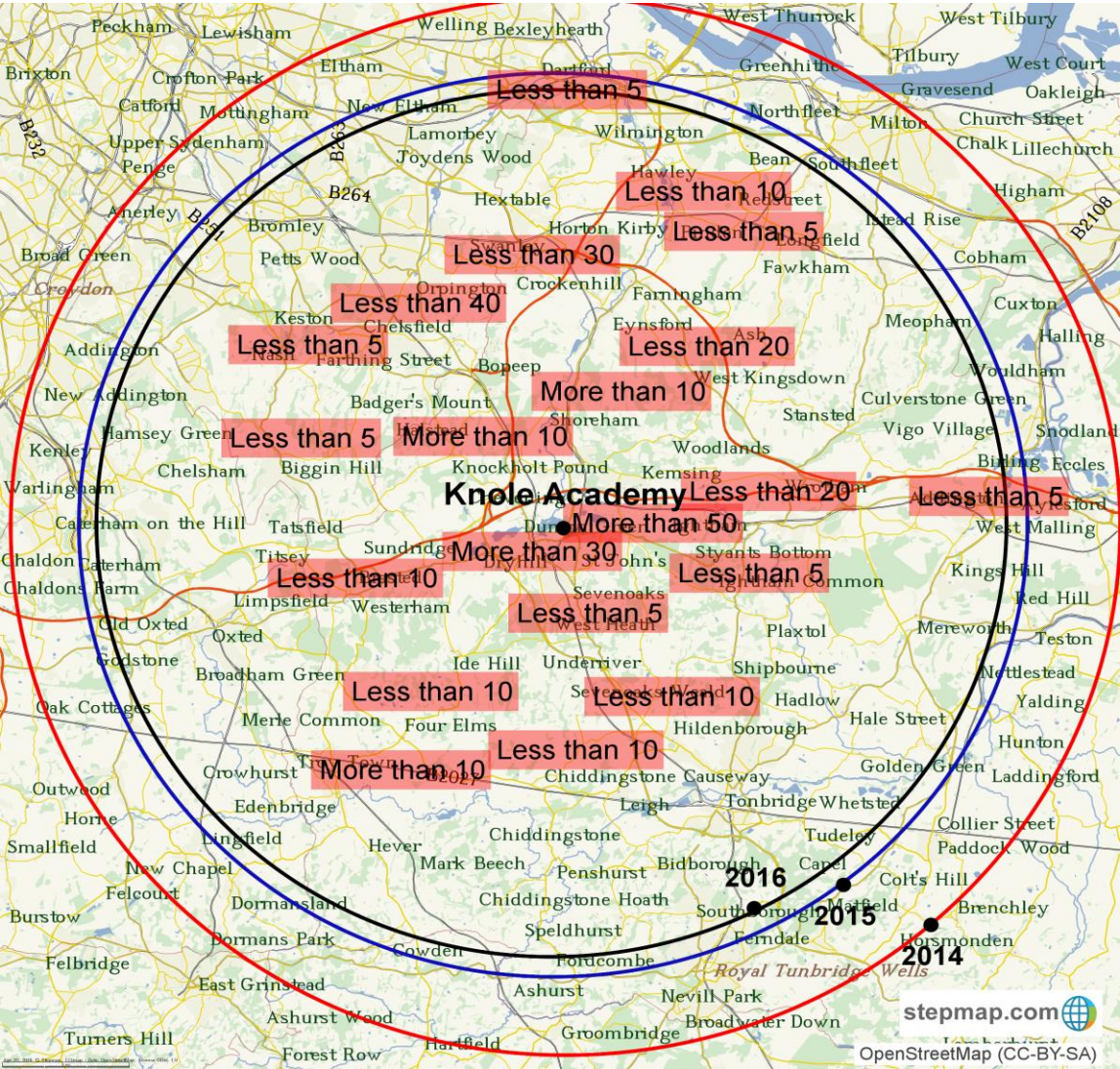
- Draw from direct observation using shape, tone and texture effectively.
- Produce imaginative and well-drawn design work.
- Evaluate their own work and give suggestions for improvement.
- Correctly answer non-verbal reasoning questions.

Or (performing arts)

- Use excellent communication skills when working in groups or as part of a team.
- Perform with confidence and ability in one of the performing arts areas.
- Produce work that is creative, expressive and demonstrates originality.

Parents are not given the individual results but the academy will use the work done in the test as an assessment to allocate 10% of school places based on ability in the expressive arts. The ranked list, to be used for selection by aptitude in expressive arts, is returned to the local authority to enable them to allocate places at the same time as all other school places are allocated. A child must reach the minimum standard required for a specialist place to be considered. Fewer than 10% of school places may therefore be awarded in a particular year.

Appendix 2 will be updated when the information is available



### Key

This map shows the Year 7 Student Cohort for September 2016. The most distant address is 10.65 miles as the crow flies. It covers a 10.65 mile radius from the school. This could be an indication of future recruitment.

This map is updated annually.

Please note that the radius of the circle is skewed by the admission of siblings and students who were successful in the expressive arts aptitude test.