



ADMISSIONS POLICY 2023-24

REVIEWING AND UPDATING THE POLICY

Date	Version	Notes/Changes Made	Reviewed By	Approved By
28/02/20	1.0	Policy reviewed	Principal	Board of Trustees
24/02/21	2.0	Policy reviewed	Principal	Board of Trustees
1/9/21	2.0	Page 6 - point 16a - Looked after Children and previously Looked after Children - definition amended to reflect changes to the Schools Admissions Code from 1st September 2021		
November 21	3.0	Page 3 - point 4c - feeder schools named		
November 21	3.0	Page 5 - point 13 - Challenging behaviour - new section to reflect increased emphasis in the 2021 code		
November 21	3.0	Page 6 - point 14 - Fair Access Protocol - new section to reflect increased emphasis in the 2021 code		
November 21	3.0	Page 6 - point 15 - update in line with School Admissions Code 2021 - addition of reference to the timeframe within which parents will hear of the outcome of their in-year application		
February 22	3.0	Page 4 - update to Sixth Form admission arrangements with the introduction of the Turner Schools Sixth Form.		

This policy will be reviewed annually or before if significant changes take place and amended as necessary



ADMISSIONS POLICY 2023-2024

Version No: 3.0

Date to be reviewed: January 2023

Policy status: Approved

Last updated: February 2022

1. Introduction

Turner Free School (TFS) is a secondary school sponsored by Turner Schools (the Trust). The School was founded to transform education standards in East Kent through our HEART principles: High expectations; Enthusiasm; Academic subject-based curriculum; Reading for all; and Teamwork. The school serves the local community of Folkestone and is a non-selective school for students aged 11 – 18.

The school meets the needs of local residents by providing an excellent level of education to all students, regardless of their background. It builds firm foundations for positive life chances to enable each student to secure a place at university, professional employment or a skilled apprenticeship that compliments national and local skills shortages.

2. Admission number

The school has an admission number (PAN) of 180 for entry in Year 7.

The school will accordingly admit this number of students if there are sufficient applications. Where fewer applicants than the published admissions number for the relevant year group are received, the Trust will offer places at the school to all those who have applied.

3. Application process (Year 7)

Applications for admission to Year 7 at Turner Free School for September 2023 will need to be made on the “Common Application Form” provided and administered by Kent County Council. More information and details can be found in the Secondary Admissions Booklet available from Kent County Council. Use the contact link on the <http://www.kent.gov.uk/education-and-children/schools/school-places> website.

The school will follow the Local Education Authority’s timetable for applications.

For applications to other year groups, or if you are applying after the beginning of the school year, this is classed as an ‘In year admission’ and you will need to complete an [in year application form](#) available on Kent County Council’s website. The school cannot guarantee that a place will be available for your child.

Students with an Education Health Care (EHC) Plans will be admitted where Turner Free School is named as the appropriate school. These students will be counted against the PAN.

4. Oversubscription criteria

All children whose EHC plan names the school will be admitted before any other places are allocated. If the school is not oversubscribed, all applicants will be offered a place.

If the school receives more applications than the number of places it has available, places will be given to those children who meet the criteria set out below, in priority order:

- a) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. See notes below on eligibility.
- b) Children with a sibling of school age living at the same address, including step and foster siblings, for whom a place has been awarded. See notes below on eligibility.
- c) Children who attend named feeder schools. Our named feeder schools are Folkestone Primary, Martello Primary and Morehall Primary.
- d) Children eligible for the service premium. Evidence of eligibility will need to be submitted with the application. See notes below on eligibility.
- e) Children whose parents work as permanent staff members at the school being applied to, in either or both of the following circumstances:
 - i) 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
 - ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- f) Proximity – the applicant living closest to school will have priority (in the event of one or more applicants tying after application of criteria (a-e) and measurement will be on the same basis as set out in the tie-break information below.

5. Tie-break

If we reach our admission number in any of the above criteria, we will apply the following tie-break to determine who is admitted:

- (a) Nearness of children's homes to school

The distance between the child's permanent home address and the school is measured in a straight line using 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. When we apply the distance criterion, these straight line measurements are used to determine how close each applicant's address is to the school.

Where children live in blocks of flats: a block of flats will be deemed a single place of residence for the purpose of distance measurement using NLPG address point data. All children within the same block will be considered as living the same distance from the school.

- (b) Where it is not possible to determine priority due to children living the same distance from the school as measured using the NLPG address point data, a process of random allocation will then be used as a tie-break to decide who has highest priority for admission. This process will be overseen by someone who is independent of the school and the Academy Trust. However, if children of multiple birth (e.g. twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

6. Admission arrangements for Post 16 places

From September 2023, Turner Schools will operate a joint Sixth Form for up to 200 pupils in Year 12 from Turner Free School and Folkestone Academy who meet the necessary entry requirements for the courses they wish to follow. The published admission number for external applicants in 2023 will be 20, but this figure may be exceeded in the event that the number of internal pupils transferring into Year 12 is less than the overall figure for the year group.

There are academic minimum academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment which will be published on the Turner Schools Sixth Form website or in the Sixth Form Prospectus. Students are expected to obtain a strong pass (5) in subjects they wish to study at A Level (standard pass – 4 – may also be considered, at the discretion of TFS). Requirements for admission are the same for both internal and external students.

7. Post 16 Form Offers and Appeals

An offer of admission to the Sixth Form generally is not a guarantee of a particular course of study. Offers will be made on the basis of predicted performance at GCSE, with the requirement that the above grades are achieved in the final examinations prior to entry to the Sixth Form and the student's three chosen subjects being accommodated on the timetable, in feasible group sizes.

All offers made during Year 11 are conditional on students meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results. Offer letters will be made before the end of May 2023. Offers will be confirmed once the school has been notified of GCSE results in August 2022.

Where learners have achieved better results than the predicted grades, they will be considered based on the grades achieved and ranked accordingly for any places that become available as a result of other learners failing to meet the required entry levels. Students failing to meet the grades for their preferred course option will be offered alternative courses if available and they meet the minimum academic course requirements.

Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered.

8. Oversubscription

Following the admission of internal students transferring from Year 11 students at the Turner Free School, all remaining places will be allocated to learners who have met the entry requirements for the particular course of study. Where there are more students seeking places than the number of places available, a waiting list will be held ranked according to the oversubscription criteria above for those eligible students.

9. Application for Post 16

Applications to the Turner Schools Sixth Form should be made via the online Kent Area Prospectus available on the following website www.kentchoices4u.com. If you are unsure about how to apply via the online prospectus, please call Turner Free School directly for advice on how to apply.

10. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Admissions via email: tfsadmissions@turnerschools.com for information on how

to appeal. Information on the timetable for the appeals process is on our website at www.turnerfreeschool.org

Appellants must contact the school within 20 school days from the date of notification that their application was unsuccessful to lodge an appeal.

11. Waiting lists

Where the school receives more applications for places than there are places available, a waiting list will operate between March and the end of the following academic year. This list will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

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. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

12. Admission of Children outside their normal age group

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. It is important for parents to note that they will have responsibility for providing evidence to support their request. If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a. Complete the LA common application form or the in-year admission form as appropriate;
- b. Attach a letter addressed to the school outlining the reasons for the request and all supporting letters and/or documentary evidence in support of the application.

Turner Free School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- The parent's views
- Any available 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
- Any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- The views of the Principal

13. Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these students to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

14. Fair Access Protocol

We participate in Kent County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

15. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the students on the waiting list in accordance with the oversubscription criteria listed in section 4 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

If you want to move your child to a different school, you will need to complete an [In Year Application](#) form available via this link on Kent County Council's website. The application form should be sent to the following address:

The Admissions Officer, Turner Free School, Tile Kiln Lane, Folkestone, Kent CT19 4PB
Email: tfsadmissions@turnerschools.com

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

16. Definitions

a. 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.

b. Children in receipt of the Service Pupil Premium

A child:

- who has one or both of their parents serving in the regular armed forces;
- who has been registered as a 'service child' in the [school census](#) at any point in the last four years;
- whose parent(s) died (or in certain cases injured) while serving in the armed forces and the student receives a pension under the Armed Forces Compensation Scheme (AFCS) or the War Pensions Scheme (WPS);

- Students with a parent who is on full commitment as part of the full-time reserve service (FTRS FC).

c. Parent

By parent we mean any individual:

- who is parent of the child, or
- who is not a parent of the child but who has parental responsibility for the child, or
- who has care of the child

d. Sibling

By sibling we mean:

- A full brother or full sister living at the same address or living at separate addresses;
- A half-brother or half-sister living at the same address or living at separate addresses;
- An adoptive brother or adoptive sister living at the same address or living at separate addresses;
- A foster brother or foster sister living at the same address;
- A step brother or step sister living at the same address;
- The sibling priority will also be applied to children who, at the time of application, have a sibling (as defined in the bullet points above) who has been offered and accepted a place at the school, even if the sibling has not yet started attending.

e. Permanent home address

Where a child lives part of the week with one parent/carer and part with another member of the family, the permanent home address will be considered to be the residence where the child spends at least three school nights of the week during term time, i.e. Sunday to Thursday.

17. Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admissions arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust will publicly consult on these changes.

SUPPLEMENTARY INFORMATION FORM

This form should be completed if you have stated a preference for Turner Free School and you wish your application to be considered under criteria - eligible for the service pupil premium. In order to understand the application process and by what date forms must be completed, please read the School Admissions Policy and your Local Authority booklet before completing this form.

Only complete this form if the student is eligible for the service premium. Please provide proof in the form of your Military ID card.

You must complete the Local Authority's application form in addition to the Supplementary Information Form.

Student details: _____

Forename: _____

Middle name: _____

Surname: _____

Student's date of birth:

Home address: _____

Postcode: _____

Details of person with legal parental responsibility submitting application:

Name: _____

Address: _____

Postcode: _____

Home No: _____

Mobile No: _____

Email address: _____

Please read the following declaration carefully and then sign and return the form to:

The Admissions Officer
Turner Free School
Tile Kiln Lane
Folkestone
Kent CT19 4PB

Forms must be returned to the school as soon as possible. Any delay in returning the form could affect the processing of your application.

I confirm that the information I have supplied is true and accurate and I attach appropriate evidence.

Signed: _____

Print name: _____

Date: _____