



**THE ABBEY SCHOOL**

A BUSINESS & ENTERPRISE ACADEMY

**Admissions  
Arrangements  
2024-2025**

## Overview

The Abbey School Business and Enterprise Academy is a mixed 11-18 community school with an agreed Pupil Admissions Number (PAN) of 210 students to be admitted into year 7 each year, if sufficient applications are received.

The school has an inclusive view on admissions and has a comprehensive ethos welcoming eligible applicants of all ability levels that are suitable for mainstream secondary education.

## Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education:

- School Admissions Code 2021
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

## Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by Kent County Council.

**Looked After Children (LAC)** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously Looked After Children (PLAC)** are children who were looked after but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order
- This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

**Internationally Adopted Previously Looked After Children (IAPLAC)** are children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

## **Admissions into Year 7**

Applications for places at the school should be made, in accordance with Kent County Council's (KCC) Co-ordinated Admissions Scheme, using the Secondary Common Application Form (SCAF).

Before application of the oversubscription criteria, students with an Education and Health Care Plan (EHCP), which names the school, will be admitted. As a result, the published admissions number will be reduced accordingly.

### **Late Applications**

Late applications where the SCAF was submitted after the closing date, will be handled in accordance with the Kent Co-ordinated Admissions Scheme and considered using the oversubscription criteria below.

### **Procedure where The Abbey School is oversubscribed**

In the event that the number of applications exceed the number of places available, places will be allocated to pupils in the following priority order:

- a) **Looked after Children, Previously Looked after Children and Internationally Adopted Previously Looked after Children** – 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) **Sibling / Current Family Association** – a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- c) **Medical / 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 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.
- d) **Children of Staff at the School** - Priority will be given to children of a member of staff and who have been in post for a minimum of 2 years.
- e) **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 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.

- f) In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

### **Waiting List**

Where more applications than places available are received, a waiting list will operate. The waiting will be held, re-ranked according to the school's oversubscription criteria each time an applicant is added and maintained until 31 December each year.

### **Appeals against decision not to offer a place at the school**

On the agreed published date, parents will be notified by the Local Education Authority that they are being offered a place at the allocated school. This letter will give information about their statutory right of appeal.

### **Withdrawal of an offer of a place**

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

- when a parent/carer has failed to respond to an offer within a reasonable time; or
- when a parent/carer has failed to notify the school of important changes to the application information; or
- the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent/carer.

### **Sixth Form Admission Arrangements**

The Abbey School has a mixed Sixth Form. All students in Year 11 are eligible to apply for a place in the Sixth Form, subject to entry requirements for courses. Applications from external students are welcomed. The arrangements for admission to the Football Academy are outlined on the school's website.

Admission criteria to Sixth Form are as follows:

- 1 Availability of a suitable course. Should courses not have sufficient numbers then we reserve the right to not offer that course. This can mean that sometimes we remove a course after results come in from GCSE exams in the summer holidays.
- 2 For admission to Level 3 courses (AS, A2, BTEC, International Baccalaureate Career Programme), five 9-4 GCSE Grades are normally required.
- 3 For admission to Level 2 courses, five 9-1 GCSE Grades are normally required.
- 4 Some courses of study have particular subject requirements (see Prospectus).
- 5 All external students, including those applying to the Football Academy, are interviewed and references sought.

### **Casual Admissions**

Common Application Forms received after the agreed published date and also applications for places in year groups other than the normal year of entry, will be treated as 'casual admissions'. If you would like to apply for admission to The Abbey School, please complete an In Year Casual Admission Form (IYCAF) and return it to the school. The IYCAF is available online at [www.kent.gov.uk](http://www.kent.gov.uk).