



Admissions - Determined Admissions for 2025-26

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1. Arrangements for admission to 11-16 Provision

The admissions arrangements for Orchards Academy for the year 2025/2026 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

- A. Orchards Academy has a Published Admission Number of 120 students. The Academy will accordingly limit up to 120 students in the relevant age group each year if sufficient applications are received.
- B. Orchards Academy may set a high admission number as its Published Admission Number (PAN) for any specific year. Students will not be admitted above the PAN unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

2. Process of application

Applications for places at the Academy will be made in accordance with Kent County Council's co-ordinated admission arrangements and will be made on the Secondary Common Application Form (SCAF) provided and administered by Kent County Council. Orchards Academy 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 Kent County Council or its Admissions Forum.

- A. By September – Orchards Academy will publish, on its website, information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2025 for admission in September 2026). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. The Academy will also provide information to the Local Authority for inclusion in the composite prospectus, as required;
- B. September/October – Orchards Academy will provide opportunities for parents to visit the Academy;
- C. October/November - SCAF to be completed and returned to the Local Authority to administer; the Local Authority sends applications to the Academy;
- D. February – the Local Authority applies agreed scheme for own schools, informing other Local Authorities of offers to be made to their residents;
- E. March - offers made to parents.

3. Consideration of applications

Procedures where Orchards Academy is oversubscribed:

All students with Education Health Care Plans (when Orchards Academy is named on the Plan) will be allocated places before the oversubscription is applied. As a result of this, the published admissions number

will be reduced accordingly. (1.6)

Where the total number of applications for admission is greater than the PAN, applications will be considered against the following criteria, and applied in the order in which they are set out below:

- A. Children in Local Authority Care or Previously in Local Authority Care including 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 '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. Admission of students whose siblings currently attend the school and who will continue to do so at the time of entry. (Note; the term 'sibling' includes full- half-, and step-siblings and those living as siblings in the same family unit on the role of Orchards Academy);
- C. 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.
- D. 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 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 for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.
- E. Where two children have an otherwise equal priority under the oversubscription criteria random selection will be used to establish which is ranked ahead of the other. This process will be independently supervised.
- F. If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

4. Operation of waiting lists

Subject to any provisions regarding waiting lists in Kent County Council's co-ordinated admission scheme, Orchards Academy will operate a waiting list. Where, in any year, the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term. This will be maintained by Orchards Academy and it 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 set out in paragraph 3A. - 3F. above. The waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added. Where places become vacant they will be allocated to



children on the waiting list in accordance with the oversubscription criteria.

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher of the school as early as possible to allow the school and admissions authority sufficient time to make a decision before the closing date.

Where a parent is requesting for their child to apply a year early, they should contact the school at the start of the application process related to the year they wish their child to start.

Where a parent is requesting for their child to apply a year later than expected, they should make their request at the start of the application process associated with the child's date of birth. 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.

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 a school's ability to agree to deferral or early admission to their secondary phase of education.

The school will take into account the year group the child has been taught in leading up to transition. If the request is declined, a school may offer a Year 8 place as an alternative or simply refuse admission if the child is younger than the normal entry age. Deferred applications must be made via paper SCAF to the LA, with written confirmation from each named school attached. Early or 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. Further advice is available at www.kent.gov.uk/schooladmissions.

5. Arrangements for admission to Post-16 provision

Orchards Academy does not currently have Post-16 provision.

6. Arrangements for admitting students to other year groups, including replacing any student who has left

Subject to any provisions in Kent County Council's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, Orchards Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 3A.-3F. shall apply. Parents whose application is turned down are entitled to appeal.

Orchards Academy will participate in Kent County Council's In-Year Fair Access Protocol.

Signed by:

Andy Lazenby, Headteacher

Policy written: February 2024

Agreed at Governors: March 2024