



The Skinners' Kent Academy Trust

Admissions Consultation Document for  
Skinners' Kent Academy only

September 2017

# The Skinners' Kent Academy

## Admissions Consultation Document

### Year 7 Admissions: September 2017

Detailed information about The Skinners' Kent Academy and a prospectus are available from the Academy website: [www.skinnerskentacademy.org.uk](http://www.skinnerskentacademy.org.uk)

Arrangements for applications for places at The Skinners' Kent Academy will be made in accordance with Kent County Council's Co-ordinated Admission Scheme and will be made on the Kent Secondary Common Application Form provided by the local authority.

The PAN for September 2017 year 7 intake will be 180.

Before the application of oversubscription criteria, children with a statement of special educational need which names the Academy will be admitted. As a result of this the number of offers will be reduced accordingly. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. The criteria will be applied in the order in which they are set out below:

- a) Looked after children and children who ceased to be looked after following adoption, residence or special guardianship order<sup>1</sup>.
- b) Medical, health, social and special access reasons will be applied in accordance with the Academy'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 means 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.

#### **All correspondence will be treated as private and confidential**

- c) Admission of students whose sibling attend the Academy **at the point of admission to the Skinners' Kent Academy**. (Note: In this context the term 'sibling' 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 or sisters.)
- d) Admission to children of staff employed within the Academy in either or both of the following circumstances:
  - a. Where the member of staff has been employed at either of the schools forming the Skinners' Kent Academy Trust for two or more years at the time at which the application for admission to the Skinners' Kent Academy is made, and/or

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<sup>1</sup> Defined as "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 ceased to be so because they were adopted 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. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  
- e) Admission of students, on the basis of proximity to the school using a straight line measurement. Distances will be measured between the child's permanent address and the Academy using Ordnance Survey address point data. Distances are measured from a point within the child's home to a point defined within the Academy as specified by Ordnance Survey. The same address point on the Academy site is used for everybody. When we apply the distance criteria for oversubscription, these straight line measurements are used to determine how close each applicant's home address is to the Academy. The Academy uses measurements provided by the local authority and further information on how distances are calculated is available in the admissions booklets provided by the local authority. *(Further information about how distances are measured and how students living in blocks of flats will be treated for the purpose of distance measurement is also available from the local authority booklets. They will also clarify definitions of permanent/main residence where students live in different locations through joint custody arrangements.)*

## **Year 12 Admissions**

Admission criteria for Year 12 students onto the IBCP scheme (International Baccalaureate Career-related Programme) for **September 2017** is set out below. The IBCP provides an exciting opportunity to attain a certificate that focuses on the mix of practical and academic skills needed by students in the 21st century.

The minimum entry requirement to join Year 12 is 5 C's including a C in English and Maths for **both** Academy students and external applicants.

The Published Admission Number (PAN) will be 48 into Year 12 for September 2017. Priority will be given to existing Academy students transferring from Year 11. The PAN for external candidates will be 9 but this figure may be exceeded in the event that this, together with the number of internal students transferring into Year 12, is less than required to provide an overall total figure.

Current Year 11 Academy students and external students are required to make a formal application to join Year 12 in September 2017 via the Kent Choices 4 U website ([www.kentchoices4u.com](http://www.kentchoices4u.com)). Candidates will be invited to a meeting at the Academy to ensure that their choice of subjects is appropriate for the career path they wish to follow.

In the event of oversubscription, the criteria to be applied will be as defined for Year 7 admissions above.

## **Operation of Waiting Lists**

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 Skinners' Kent Academy receives more applications for places than there are places available, a waiting list will operate until one term after the start of the school 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **In-Year Admissions**

In line with Kent County Council's (KCC) In Year Admissions Process for Schools, the Skinners' Kent Academy will admit students (with the exception of those entering at the beginning of Yrs 7 and 12) using the KCC In-Year Casual Application Form (where numbers in a year group are 5 or more below PAN).

In all instances the Academy will write to the parents/carers of the child enclosing a Supplementary Information Form. Upon receipt of the completed supplementary information form, the application will be considered as per our admissions criteria.

If at all possible a meeting will be arranged with the prospective student and parents/carers to discuss admission to the Skinners' Kent Academy. During this meeting the admissions process will be discussed in full for entry to the Academy (in relation to the needs of the child and the needs of those already studying at the Academy). Ideally, this discussion will be held on site and be combined with a tour of the Academy.

If a meeting is not possible, the application will be considered per our admissions criteria from details taken of information given on the completed supplementary information form and we will contact the parent/carer to discuss entry to the Academy.

### **Fair Access Protocol (FAP)**

In line with legislation as laid down in the School Admissions Code 2014, the Academy will admit In-Year students through the FAP except where it would be disproportionate to the Academy.

### **Appeals**

Parents/carers have the right to appeal an admissions decision in front of an independent panel. In the first instance your appeal would need to be submitted in the form of a letter addressed to the Chair of Governors at the The Skinners' Kent Academy outlining your reasons for requesting an appeal. Your appeal would be heard in line with the Department of Education guidelines.

# THE SKINNERS' KENT ACADEMY

## IN-YEAR ADMISSION – SUPPLEMENTARY INFORMATION FORM

(Please PRINT all information on this form;  
ALL sections of this document MUST be completed)



### TO BE COMPLETED BY THE PERSON WITH PARENTAL RESPONSIBILITY

Surname of Student:		Forenames:	
Legal surname (if different from above):			
Date of Birth:		Confirmed:	
		Sex:	
		Male	Female
Home Address:		My child will travel to the Academy by: (please tick all that apply)	
		School Bus	
		Family Car	
		Train	
		Cycle	
		Walk	
Postcode:		Other (specify)	
Contact Telephone numbers:	Home:	Work:	
	Mobile:		
Email address:			
Please indicate names of siblings currently attending the Academy:		Name:	Tutor Group:
Nationality:		Language:	
Religion:		First language:	
Ethnicity		Home language:	
Has the child been in the UK less than 2 years:	Yes	No	If yes, please give date of entry
<b>The following information will help us to assess suitability and support required for your child</b>			
Please provide the reason(s) for your child's proposed move from their current school:			
Why have you chosen to apply to Skinners' Kent Academy?			
Please outline any areas where your child has displayed a particular gift or talent:			
Please give details of particular concerns you may have regarding the academic progress of your child:			

<b>Current School Name &amp; Address:</b>			
<b>% Attendance at current school:</b>			
<b>Does any other person or body exercise any parental rights in connection with the child? If so, please state who:</b>			
<b>Name &amp; address of person child is living with if different from "Home Address" above:</b>			
<b>EMERGENCY CONTACT 1 (Parent, neighbour, other relative)</b>			
<b>Name &amp; Address:</b>		<b>Day-time contact number:</b>	
<b>Relationship to student:</b>			
<b>EMERGENCY CONTACT 2 (Parent, neighbour, other relative)</b>			
<b>Name &amp; Address</b>		<b>Day-time contact number:</b>	
<b>Relationship to student:</b>			
<b>MEDICAL DETAILS</b>			
<b>Doctor's Name:</b>			
<b>Doctor's Address:</b>			
<b>Doctor's Telephone Number:</b>			
<b>We give permission for the Academy to contact our GP.</b>	<b>Signed:</b>		<b>Date:</b>
	<b>(Person with parental responsibility)</b>		
<b>IMPORTANT INFORMATION - Student's medical conditions and details of any medication to be taken:</b>			
<b>ADHS on medication</b>		<b>Hearing Loss</b>	
<b>Asthma</b>		<b>Visual impairment</b>	
<b>Allergic to penicillin</b>		<b>Other:</b>	
<b>Allergies</b>			
<ul style="list-style-type: none"> <li>• In the event of an emergency closure of the Academy, I understand that it might not be possible to contact me.</li> <li>• I confirm that</li> <li>• FORM OF INDEMNITY – Day trips, Outings, Academy journeys, Field Trips and Exchanges: I give my permission for my son/daughter to undertake any of the above activities with the Academy and I consent to the following: <ul style="list-style-type: none"> <li>(i) I give permission for photographs to be taken of my child which may be used either in the Academy or in Academy publications.</li> <li>(ii) Should the necessity arise, I give my permission for the person in charge of the party to consent on my behalf for an anaesthetic to be used, or for other urgent medical treatment to be given. I also authorise the Academy to disclose my child's details to any relevant authority should the need arise.</li> </ul> </li> </ul>			
<b>Signed:</b>			<b>Date:</b>
	<b>(Person with parental responsibility)</b>		

