

NEW LINE LEARNING ACADEMY ADMISSIONS ARRANGEMENTS 2025-26

This document sets out New Line Learning Academy's admissions arrangements for entry in September 2025, as determined by Future Schools Trust in its role as the admission authority. The academy will comply with all relevant provisions of the Department for Education's (DfE's) School Admissions Code and School Admission Appeals Code and will participate in the Kent County Council (KCC) coordinated admission arrangements for Year 7.

Throughout this document the term 'parent' is used to refer to parents or legal guardians.

1. **Published Admission Number**

The New Line Learning Academy has an agreed Pupil Admissions Number (PAN) for entry into Year 7 in September 2025 is 210 students. The Future Schools Trust may set a higher admission number as its Published Admission Number for any specific year.

2. **Application process for students joining Yr 7 in September 2025**

Applications for places at the Academy will be made in accordance with Kent Local Authority's coordinated admission arrangements and will be made on the Secondary Common Application Form (SCAF), provided and administered by the Kent Local Authority. To avoid confusion, the Academy has agreed to use the same dates provided by Kent Local Authority.

For families living in Kent, applications for a place in Year 7 should be made using the online process available at www.kent.gov.uk/ola or by completing the paper Secondary Common Application Form (SCAF). The SCAF form can be downloaded from www.kent.gov.uk/secondaryadmissions or accessed by contacting KCC's Secondary Admissions Team. The deadline for completing the online application or returning the SCAF to the Local Authority Admissions Team is 31 October 2024.

For those living outside of the county you should consult your Local Education Authority regarding the process for applying for a place in a Kent school.

3. **Consideration of applications for entry into Year 7**

Where New Line Academy receives more applications than the PAN, and following the admission of children with a Statement of Special Educational Need (SEN) or an Education, Health and Care Plan (EHCP) which names the academy, applications will be ranked against the following criteria in the order in which they are stated below with applications submitted by the published deadline taking initial priority. Late applications will be allocated in the same order.

a) **Looked After Children and previously Looked After Children**

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 of staff employed by Future Schools Trust:**
- i) 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.
 - ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- c) **Children applying from Tiger Primary School** on the Boughton Lane site which is run by the Future Schools Trust and is a named feeder school for New Line Learning Academy.
- d) **Sibling/Current family association** a child with a brother or sister already attending the school when the child is due to start. In this context brother or sister means children who live as a brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sister and foster brothers and sisters.
- e) **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.
- f) **Nearness of children's homes to school** - We use the distance between the child’s permanent home address (defined in KCC’s annual admissions prospectus) 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. 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.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. 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.

If the last pupil to be offered a place within the New Line Learning Academy’s published admission number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school’s PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

These criteria apply for Y7 entry and for any admission at any other time up to Y11.

4. Operation of waiting lists

Where New Line Learning Academy receives more applications for places in Year 7 than there are places available, a waiting list will operate between March and the end of the following academic year. This waiting list will be managed by KCC in the first instance as part of the coordinated admissions scheme, before being passed over to the academy on the date set out in KCC's admissions process.

Where the Academy receives more applications than there are places available for admission to a year group other than Yr 7, the Academy will also operate a waiting list for each year group. 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 at any time in the year. As and when a place becomes vacant, it will be allocated to the highest ranking child on the waiting list based on circumstances at the time the place becomes available. It is the sole responsibility of parents/carers to keep the Academy updated regarding any changes of circumstances, including those that may affect the current ranking position on the waiting list e.g. change of address.

Children's position on any waiting list will be determined solely in accordance with the relevant oversubscription criteria above.

The Academy reserves the right to contact parents at any time to confirm if they wish to remain on the waiting list operated by the school.

5. Arrangements for admitting pupils to other year groups (except Year 7)

If students leave during the course of an academic year, or between academic years, places will be offered to other applicants. If there are more applicants than places available, the Future Schools Trust will apply the oversubscription criteria above.

The Academy will operate a waiting list where students who have not been successful in gaining a place and where parent / guardians request this.

6. Admissions of pupils outside their normal age group

The academy normally admits pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take 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 headteacher.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

7. Right to Appeal

There is a right to appeal to an Independent Appeals Panel for any unsuccessful admission application. This right does not apply if they are offered a place at the school, but it is not in their preferred age group. Appeal requests should be submitted in writing and sent to the academy address, for the attention of Frances Sharp, Clerk to the Governors, c/o New Line Learning Academy.

8. Academy's right to withdraw a place

The Academy reserves the right to withdraw a place offered to a pupil in the following circumstances:

- a) when a parent/student has failed to respond to an offer within a reasonable time; or
- b) when a parent/student has failed to notify the school of important changes to the application information; or
- c) it is evident the place has been offered on the basis of fraudulent or intentionally misleading information by the student/parents(s); or
- d) where an offer has been made in error.