

Academy Lane, Folkestone, Kent CT19 5FP Telephone: 01303 842400/Fax: 01303 842417 website: <a href="http://www.folkestoneacademy.com">www.folkestoneacademy.com</a>	
Secondary Head Teacher	Warren Smith
Primary Executive Principal	Helen Tait
Primary Head Teacher	Louise Chantler
Chair of Trustees:	Sir Roger De Haan
Type of School:	All Age Academy, Wide Ability, Mixed
Age Range:	4-19
<b>LA No.886 DfE: No: 6908</b>	

### Information for Parents

Folkestone Academy is a comprehensive school which caters for boys and girls of all abilities from ages 4-19. Folkestone Academy is structured as follows:

- A primary school
- A secondary school
- A sixth form

Folkestone Academy is normally oversubscribed. To access general information about the school, please contact the school or visit the school's website: [www.folkestoneacademy.com](http://www.folkestoneacademy.com).

### APPLICATION PROCESS FOR PRIMARY AND SECONDARY PHASES

Applications for admission to Folkestone Academy should be made on the "Common Application Form" provided and administered by Kent County Council. More information and detail can be found in the Primary/Secondary Admissions Booklet available from Kent County Council. Use the contact link on the [www.kent.gov.uk](http://www.kent.gov.uk) website.

The Academy will follow the Local Education Authority's timetable for applications.

### PRIMARY PHASE (Yrs R-6) ADMISSION ARRANGEMENTS

The Published Admission Number is **60** for pupils in the Foundation Year (Year R) and there shall be no more than 60 pupils in any of Years 1 to 6.

Although a child's entry to the Academy may be deferred (at the parent's request) until the term in which the child reaches compulsory school age, children will usually enter the Foundation Year at the start of the academic year within which they have their fifth birthday. A child becomes of compulsory school age if his or her birthday falls on one of the Prescribed Dates or on the first Prescribed Date after he or she turns 5. The Prescribed Dates are 31 August, 31 December or 31 March.

There is no priority for children of any associated Academy kindergarten.

### Primary Phase Oversubscription Criteria

Where the number of applications for admission in the Primary Phase is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with a Education, Health and Social Care Plan where the Academy is named on the Plan, the criteria will be applied in the order in which they are set out below:

- a) Looked after children or children who were previously "looked after"<sup>i</sup>;
- b) Admission of pupils with a current Family Association (sibling)<sup>ii</sup> to Folkestone Academy (Primary Phase) and who will continue to do so on the date of admission
- c) Residence within the designated priority area as defined by Map 1<sup>1</sup>
- d) Nearness of pupil's permanent<sup>iii</sup> home to Folkestone Academy (Primary Phase) as measured by a straight line<sup>iv</sup>.

The Primary Academy works on the basis of a total roll limit of 420 children. Year Groups run at a capacity of 60 children for Foundation, Key Stages 1 and 2. In accepting a place for one child it must be understood by the family that there is no place for the sibling in a year group that is already full.

<sup>1</sup> Please note a detailed map defining the boundary of the Folkestone Academy (Primary Phase) designated area can be obtained from the Folkestone Academy or downloaded here [Primary Link](#). Proof of residency will be requested. Original documentation (not photocopies) will be required for this purpose.

### SECONDARY PHASE ADMISSION ARRANGEMENTS (Year 7)

The Published Admission Number from September 2016 is **210** for pupils in Year 7 being admitted from outside the Academy. The total year 7 group size will be 270 from September 2016 and subsequent years, including children who transfer automatically from the Academy's Year 6. If fewer than 60 pupils transfer from the Academy's Year 6, the Academy will admit over the admission number of 210 so that the overall Year 7 group size shall be 270.

It is important to note that only those year groups containing pupils who joined at Normal Point of Entry at Year 7 in September 2016 and subsequent years will have a year group size of 270. All other year group sizes will remain at 240 in total.

The Academy is included within the co-ordinated admissions arrangements operated by Kent County Council. This means that the transfer of pupils from primary schools into the Academy is managed by the County Council along with admissions into all other secondary schools.

### Secondary Phase oversubscription criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with an Education Health and Social Care Plan where the Academy is named in the plan, the criteria will be applied in the order in which they are set out below:

- a) Looked after Children or children who were previously "looked after"<sup>i</sup>;
- b) Health and special access reasons<sup>v</sup>
- c) Children living within the Secondary Phase catchment area as defined by Map 2<sup>2</sup>. This catchment area extends from east of Dover Hill as far west as Cherry Garden Avenue, Coolinge Lane and Sandgate Hill. To the north the catchment area extends beyond Hawkinge to Selsted.  
If there are more pupils fulfilling this criterion than places available, priority will be given as follows:
  - i. Admission of pupils with a current Family Association<sup>vi</sup> to Folkestone Academy (Secondary Phase) at time of admission;
  - ii. Nearness of pupil's permanent<sup>iii</sup> home to the Folkestone Academy (Secondary Phase), as measured by a straight line<sup>iv</sup>.
- d) Children living outside the Secondary Phase catchment area. If there are more pupils fulfilling this criterion than places available, priority will be given as follows:
  - i. Admission of pupils whose siblings<sup>ii</sup> who will be in the Folkestone Academy (Secondary Phase) at time of admission;
  - ii. Nearness of pupil's permanent home to the Folkestone Academy (Secondary Phase), as measured by a straight line<sup>iv</sup>.
  - iii. Admission of pupils with a current Family Association (sibling)<sup>vi</sup>

### ADMISSION ARRANGEMENTS FOR POST 16 PLACES

Folkestone Academy operates a Sixth Form for a total of 500 students across Years 12 and 13 with 250 places available overall in Year 12. The admission number for Year 12 is 10. This is the number of places which will be offered on an annual basis to eligible external applicants.

240 spaces are open to Folkestone Academy Year 11 students for a place in Year 12 and who meet the criterion set out below. If fewer than 240 of the Academy's own Year 11 students successfully transfer into Year 12, additional external students will be admitted until Year 12 meets its capacity of 250.

Admission to the Sixth Form will be as a result of applicants obtaining a minimum of 5 GCSE passes at grade C or above and B grades in their preferred AS subjects or nearest equivalents.

There are also 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 Academy website or in the 6<sup>th</sup> Form Prospectus. Requirements for admission are the same for both internal and external pupils.

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<sup>2</sup> Please note a detailed map defining the boundary of Folkestone Academy (Secondary Phase) designated area can be obtained from the Folkestone Academy or downloaded here [Secondary Link](#). Proof of residency will be requested. Original documentation (not photocopies) will be required for this purpose.

### **Post 16 Form Offers and Appeals**

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 pupil's 3 chosen subjects being accommodated on the timetable, in feasible group sizes.

All offers made during Year 11 are conditional on pupils 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 2016. Offers will be confirmed once the school has been notified of GCSE results in August 2016.

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. Pupils 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.

### **Over-subscription**

Following the admission of internal students transferring from Year 11 students, 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 above oversubscription above for those eligible students.

### **Application for Post 16**

Applications to the Folkestone Academy Sixth Form should be made via the online Kent Area Prospectus available on the following website [www.kentchoices4u.com](http://www.kentchoices4u.com)

If you are unsure about how to apply via the online prospectus, please call Folkestone Academy direct for advice on how to apply.

### **ADMISSION OF STUDENTS TO OTHER YEAR GROUPS (EXCEPT YEARS R, 7 AND YEAR 12)**

The Academy will consider all applications and if the year group applied for has a place available will admit the child (unless one of the permitted reliefs apply). If more applications are received than there are places, the relevant oversubscription will apply whether in Primary or Secondary phase. Parents whose application is turned down shall be entitled to appeal.

### **RIGHT TO APPEAL**

There will be a right of appeal to an Independent Appeals Panel for external applicants refused admission to Folkestone Academy.

### **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.

### **WAITING LIST**

Where the Academy receives more applications for admission to a year group than there are places available, the Academy will operate a waiting list kept open continuously 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.

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

Folkestone 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.

- i Looked after children – 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 is the subject of a care order under Part IV of the Act.

This applies equally to a previously “looked after” child is one who immediately after being “looked after” became subject to an adoption, residence, or special guardianship order. An “adoption order” is an order under section 46 of the Adoption and Children Act 2002. A “residence order” is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a “special guardianship order” as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

- ii Current Family Association (Primary Phase) - this refers to a brother or sister attending the school when the child starts where the family:

- continue to live at the same address as when the older sibling was admitted or
- have moved to a new home within 2 miles (straight line distance) of the school

If the family has moved more than 2 miles from the school since the sibling was admitted, the sibling link is broken. Unfortunately, a sibling link claim for a child applying for a Reception place intake cannot be made if the sibling is currently attending Year 6 as the older sibling will be transferring to secondary school when they enter.

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, foster brothers or sisters.

- iii A permanent home address is considered to be a residential property that is the child’s only main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the child’s home address on the day you completed your application form. If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays. (see KCC Admission booklets for further information).

- iv 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 Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody. Information on how distances (including tiebreakers) are calculated is available in the Admissions Booklets provided by the LA.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and 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.

- v 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.

- vi Current Family Association (Secondary phase) – this refers to a brother or sister attending the school when the child starts where the family continues to live at the same address as when the older sibling was admitted. If the family has moved to an address outside the Secondary Phase catchment area since the sibling was admitted, the sibling link is broken.

In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.