



THE CHARLES DICKENS SCHOOL

ADMISSIONS POLICY SEPTEMBER 2017

Aim: for the school to respond to all applications for places and to allocate places impartially and fairly according to clear public criteria.

Before places are allocated the school will:-

- (1) Liaise with parents enquiring about a place at the school and the Local Authority.
- (2) In the lead up to application for Year Seven:-
 - (a) Hold regular walkabouts and briefings for parents of prospective pupils:
 - (b) Hold an 'Open Evening' for the prospective pupils and parents;
 - (c) Provide and publish a Prospectus which includes information about the school to all prospective families.

In allocating places the school will:-

- (1) Accept all applications for admission if there are sufficient places available and if the school's Pupil Admissions Number (PAN) will not be exceeded.
- (2) If the school's admission number would be exceeded in granting all applications apply the school's admissions criteria to all applications.
- (3) If the places at the school have been allocated, the school will keep and maintain an up to date waiting list for each year group. The waiting list will be compiled according to the oversubscription criteria (found in the admissions criteria). Places will be allocated to students on that waiting list as they become available. The school will notify all unsuccessful applicants of their right to appeal if the school are unable to allocate a place to them.

After places are allocated:-

- (1) The school will contact the pupil's former school and seek the pupils' records. This applies to pupils admitted to the school in all years.
- (2) In the light of information obtained the Special Educational Needs Manager (SENCO) will discuss a child's special need with the former school / relevant authority.
- (3) Parents of pupils allocated places at the school will be invited to the school for further information. Parents of Year Six pupils will be invited to a Parents' Evening.
- (4) Year Six pupils due to start at the school will be invited into the school to attend lessons on Transition Day.
- (5) All new pupils will be supported by their Form Tutor / Year Progress Manager (YPM) in their early days in the school. Pupils starting after the beginning of Year Seven will be assisted by a student representative/ Form Tutor / Year Support Officer (YSO)

Admission of children outside their normal age group:

We do not routinely admit outside a child's normal age group however we will always consider any request for, and may offer without request, where we consider the student's needs would be best met in a different year group, an admission outside normal age group. The request, where possible, should be made in writing at the time of the admission application and should include the parental/carer reasons, and any information available from the child's current school including support or concerns, for the request. If necessary to help make an informed decision, the admissions officer may contact the child's current school to request their view.

All decisions will be made on the basis of the circumstances of each request with the best interests of the child considered, taking into account parent's views; 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.



THE CHARLES DICKENS SCHOOL

ADMISSIONS CRITERIA

Academic Year September 2017

The Governors of The Charles Dickens School have determined the following admission arrangements for the academic year 2017-2018. The proposed PAN is 232.

Oversubscription Criteria

Where applications for admission exceed the number of places available the criteria below will be applied, in descending order, to decide which children to admit. In the event of over subscription with one of the criteria, other than (3), proximity to the school will be the deciding factor. For application on musical ability a form can be obtained from the school.

1. Children in Local Authority Care or previously in Local Authority Care. 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 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 & Children Act 2002 or Section 8 or 14A of the Children Act 1989).
2. 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 or sister in the same house, including natural brothers and sisters, adopted siblings, step-brothers or sisters and foster brothers and sisters.
3. Where the child has demonstrated a particular aptitude in music. Up to 10% of the intake can be admitted under this criterion. Evidence of examinations taken, of music tuition undertaken, or musical group participation will be looked for. Auditions will be required. Applications for musical auditions should be at the school by October 31st.
4. Children of staff in either or both of the following circumstances:
 - a) Where 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, and/or
 - b) The member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post.
5. Distance from home to school measured in accordance with the Local Authority provision nearness of children's home to school – the Local Authority 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. The home of the child is established by the fact that they reside there permanently or where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent.

Parents requesting to be placed on the waiting list need to complete the relevant LA form which should be sent direct to the school.



THE CHARLES DICKENS SCHOOL

SIXTH FORM ADMISSIONS CRITERIA

Academic Year September 2017

The Governors of The Charles Dickens School have determined the following admission arrangements to Sixth Form for the academic year 2017 - 2018.

Oversubscription Criteria

1. Availability of suitable courses. In the event of courses being oversubscribed places will be allocated on a first come first served basis (providing entry criteria is met).
2. All students in Year 11 are eligible to apply to Sixth Form, priority will be given to existing students. A further 25 places will be provided for students applying from other schools.

In the event of oversubscription, places will be allocated according to the admissions criteria.

All applicants will be expected to attend a meeting where course requirements and their choices will be discussed.

All applications to Sixth Form can be made via the [Kentchoices4U website](http://Kentchoices4U.com).



THE CHARLES DICKENS SCHOOL
DEPARTMENT FOR PERFORMING ARTS



APPLICATION FOR MUSIC AUDITION – 2017 INTAKE

Pupil Name: _____ Pupil Date of Birth: _____

Audition Instrument: _____

Audition Instrument Teacher: _____

Number of Years learning this instrument: _____

Latest Examination Pass Grade: _____ Examination Board: _____

List of other Musical Interests:

(Include church & school choirs, school and youth musical productions, other instruments learned etc.)

Please attach to this application, a reference from your child's music teacher, music centre head, or school teacher about their musical aptitude, commitment and potential.

It is expected that successful candidates will play a full part in the musical life of the school throughout their time at The Charles Dickens School.

Signed: _____ Date: _____
(Person with parental responsibility)

Parents Name: _____ Telephone Number: _____

Address: _____

Please return this form to the Clerk to the Admissions, The Charles Dickens School, Broadstairs Road, Broadstairs, CT10 2RL by 31st October.