Admission Arrangements

Consultation on the Admission Arrangements for Academic Year 2020/2021

For 7 weeks from Thursday 18 October to Thursday 6 December 2018

If you would like to comment please do so by emailing the Clerk to the Governing Body at the School consultation email address: consultation@cds.kent.sch.uk

or by post to:
Clerk of the Governing Body, The Charles Dickens School, Broadstairs Road, Broadstairs, Thanet, Kent, CT10 2RL
1. Contact Details

Website: [www.cds.kent.sch.uk](http://www.cds.kent.sch.uk)

Executive Headteacher: Ms K Cardus
Email: office@cds.kent.sch.uk

Clerk: Mrs A Peters
Email: clerk@cds.kent.sch.uk

Address:
The Charles Dickens School
Broadstairs Road
Broadstairs
CT10 2RL

2. Introduction
The Charles Dickens School is a sponsored Academy and is a valued member of the Multi-Academy Trust (Barton Court Academy Trust (BCAT)), with a Board of Directors and a Local Governing Body. The Directors/Trustees of the Multi-Academy Trust act as the Admission Authority for The Charles Dickens School, DFES: 886 4016.

In order to meet the needs of the local area and to comply with the School Admission Code, the Admission Authority are required to consider, and consult for at least 6 weeks on any changes or every seven years if no changes have occurred, and determine the 2020/21 academic year admission arrangements by 28 February 2019.

The Admission Authority will consider any comments made within the consultation period and determine the Arrangements for Academic Year 2020/21 at the Directors meeting in January 2019. The arrangements will then be published on our website and with the Local Authority.

This document details how we will be considering the arrangements for academic year 2020/21, with due regard to the Admission Code, Equality Act, the structure of the School and changes to national examination delivery.

Consultation will take place between 18 October and 6 December 2018. This document will be available on the School and Local Authority websites from 18 October 2018, parents will be notified by letter and email. We will also consult by letter direct with the Local Authority and by email to those admission authorities, within the relevant statutory consultation area as defined by the Local Authority. We will also request all relevant schools to circulate the document to their parents/carers and send notification to all Nursery Schools in our area. A paper copy will be available on request.

Please note the main changes from the Arrangements for Academic Year 2020/21 other than dates or administrative alterations eg PAN and oversubscription wording, are in relation to the over-subscription criteria for Looked After Children outside of England; removal of music aptitude and amend the distance criteria giving priority to those who live nearest to the school.

If you would like to comment please contact the School by Thursday 6 December 2018 at [consultation@cds.kent.sch.uk](mailto:consultation@cds.kent.sch.uk) or by post to The Charles Dickens School.

CHANGES TO ARRANGEMENTS include:
- Inclusion of Looked after Children outside of England in the over-subscription criteria, as recommended by the DfE and KCC, see text in red
- Removal of the Musical Aptitude criteria, see text highlighted in red
- Changes to the distance criteria, see text in red

4. Arrangements for In Year Admission applications from September 2020 for any year, up to and including Year 11.

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THE CHARLES DICKENS SCHOOL

ADMISSIONS CRITERIA

Academic Year September 2020

The Published Admissions Number (PAN) in Y7 for September 2020 is 232. The school is usually over-subscribed. Before the application of oversubscription criteria children with a Statement of Special Educational Need (SSEN) or Education, Health and Care Plan (EHCP), who name the school, will be admitted. As a result of this, the Published Admissions Number will be reduced accordingly.

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.

1. **Children in Local Authority Care or Previously in Local Authority Care** – 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).

2. **Children who appear to The Charles Dickens School 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 in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

3. **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.

4. **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. (to be deleted)

5. **Children of staff** in either or both of the following circumstances:
   a) 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.

6. **Where the child permanently resides within the areas traditionally served by the school** (namely the following wards: Beacon Road, Bradstow, Cliftonville East, Cliftonville West, Kingsgate, St Peters, Viking). In the event of over subscription priority will be given to those living nearest to the school irrespective of the ward in which they live. The 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. (to be deleted)

7. **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. 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.

If, in the event, more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied. In the event that the final place offered from the ranked list falls to a pupil of a multiple birth, the school will offer a place to each of these children who have met the over-subscription criteria.
With reference to the oversubscription criteria please refer to Appendix 1 regarding residency.

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

1. When a parent has failed to respond to an offer within a reasonable time; or
2. When a parent has failed to notify the school of important changes to the application information; or
3. The Admission Authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

**Waiting List:**
The Charles Dickens 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. Places will be allocated to students on that waiting list as they become available. The school's **Waiting List** will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

**Mid-School Entry: 2020-2021**

Applicants at a time later than the normal admissions age should apply direct to The Charles Dickens School. The Published Admissions Number and over-subscription criteria apply as above. In the event of the year group being over-subscribed, a waiting list will be held, ranked according to the over-subscription criteria.

Parents have a statutory right of appeal, should an application be refused, by writing to The Clerk to the Governors, Admissions, The Charles Dickens School, Broadstairs Rd, Broadstairs, Thanet, CT10 2RL, 01843 862988.

**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.

**Appeals**

Parents have a statutory right of appeal, should an application for a place be refused, by writing to The Clerk to the Governors, Admissions, The Charles Dickens School, Broadstairs Rd, Broadstairs, Thanet, CT10 2RL, 01843 862988.

Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered.

A waiting list will be held, ranked according to the over-subscription criteria.
**Appendix 1** – This relates to all oversubscription criteria.

**Home Address**

We will accept as a pupil’s address the residential property that is the **child’s only or main residence**, not an address at which your child may sometimes stay or sleep due to your own domestic arrangements. It will be either:

- owned by the child’s parent, parents or guardian; or
- leased to or rented by the child’s parent, parents or guardian under a lease or written rental agreement.

Evidence of ownership or rental agreement may be required, plus **proof of the child’s permanent residency at the property concerned**. The Governing Body reserves the right to check information given on the application form. If any information given on the form is found to be incorrect, or if you fail to notify us of important changes in the information, the offer of a school place can be withdrawn.

We can only accept one current home address on the Secondary Common 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 nights in each week**.

**The offer of a place may be withdrawn if proof of residency is not met.**
THE CHARLES DICKENS SCHOOL

SIXTH FORM ADMISSIONS CRITERIA

Academic Year September 2020

The Governors of The Charles Dickens School have determined the following admission arrangements to Sixth Form for the academic year 2020 - 2021.

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 UCAS Progress or its equivalent.