

SWALE ACADEMIES TRUST
SITTINGBOURNE COMMUNITY COLLEGE

ADMISSIONS POLICY 2019-2020

1. ADMISSION TO SEPTEMBER YEAR 7 ENTRY

i. Numbers Admitted

The Planned Admissions Number for the school is **270** for September 2019.

ii. Applications for Admission

a) Applications for admission to SCC should be made on the Local Education Authority's "Common Application Form."

b) The Governors will follow the Local Authority's timetable for applications.

c) In the event of the school being over-subscribed, all applications for admission will be considered according to the criteria set out below.

d) The Local Authority will send letters to parents by first class post on the agreed published date advising them whether they have been allocated a place for their child at SCC. Parents must accept the offer of a place by the agreed published date.

iii. Late Applications

a) The deadline for the return of the "Common Application Form" is the agreed published date.

b) Late "Common Application Forms" received by the Local Authority after the published return date, but before the published end of scheme date will be dealt with.

Casual Admissions

c) "Common application Forms" received by SCC after the agreed published date, and also applications for places in year groups other than the normal year of entry, will be treated as "casual admissions". If the parent is refused a place they will be advised of their right of appeal.

iv. Admission of pupils with EHCPs for Speech and Language or hearing impairments

a) a maximum of 30 places in total for Years 7 – 11 per year will be allocated to pupils with a statement for Specific Learning Difficulties – speech and language and hearing impaired who, in the opinion of Kent County Council and the School Governors, would benefit from the school provision.

b) up to a maximum of 8 places in total for Years 7-11 will also be allocated to pupils who, in the opinion of the Kent County Council and the School Governors, would benefit from the school provision.

v. Oversubscription Criteria

Before the application of oversubscription criteria, children with an EHCP which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

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 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.

Where applications for admission exceed 270, the following criteria will be applied, in the order set out below, to decide which children to admit:

- a) **Places will firstly be offered to children 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).

- b) **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, stepbrothers or sisters and foster brothers and sisters.
- c) **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 an oversubscribed Community or Voluntary Controlled school, these straight-line measurements are used to determine how close each applicant's address is to the school.

A pupil's home address is considered to be a residential property that is the child's only or 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 pupil's home address on the day you completed your application form and which is 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.

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.

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.

vi. Waiting List

Parents may ask to be kept on a waiting list.

vii. Appeals Against the Decision not to Offer a Place at the School

On the agreed published date parents will be notified by the Local Education Authority that they are being offered a place at the allocated school. This letter will give information about their statutory right of appeal.

2. ADMISSION TO THE SIXTH FORM

- a) **Places will firstly be offered to children 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).

Priority will be given to existing pupils transferring from Year 11. Pupils are admitted to the Sixth Form subject to the following:

1. a formal application by pupil and parent and a pupil interview to determine the courses to be studied;
2. availability of a specific course or combination of courses;
3. minimum entry requirements for specific courses, as published on the school's website.
4. for Level 2 course: 5 GCSEs at grade 9-1
5. for A Levels: 5 GCSEs at grade 5 or above including English Language and Mathematics and at least a grade 5 at GCSE in the same or a related subject. Individual subject entry requirements also apply.

Please note that the Governors reserve the right to withdraw courses if there is insufficient student demand. After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

- a) when a parent has failed to respond to an offer within a reasonable time; or
- b) when a parent has failed to notify the school of important changes to the application information; or
- c) The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.
- d) The school cannot meet the needs of the student.