

DCCA POLICY

ADMISSIONS POLICY

Intake September 2023

This policy was approved in:	February 2022
This policy will be retained until:	August 2024
This policy will be reviewed by:	Curriculum & Standards Committee
This policy is owned by:	The Principal

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

We believe that by developing strong links with our feeder primary schools, we can support you and your child in their transition to Dover Christ Church Academy. The Academy does not give priority to applications from pupils enrolled at particular schools.

Many of our Year 7 students have visited our Academy on a number of occasions to use our sports, arts and food technology facilities, to participate in workshops and event days. This really helps students settle in as both the building and some of the teachers are familiar to them.

Please note that if your child is in Year 6, and you are considering a place for Year 7 for next September, you MUST apply through the Kent County Council online admissions process.

For applications in the normal admissions round you should use the application form provided by Kent County Council (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

[Secondary school places - Kent County Council](#)

You will receive an offer for a school place directly from your local authority.

5. Admissions Criteria Aspen2

Local Authority Arrangements:

The admission of pupils with Statements of SEN / EHCPs to special schools is a decision for the local authority (LA) who has statutory responsibility for arranging their provision. There are admissions criteria for each special school that are applied in order to determine if a particular special school would be a suitable placement. The admissions criteria for Kent special schools can be found by clicking this link. Please note that the relevant admissions criteria related to Aspen2 can be found under, "Admissions Criteria to a Special School for Pupils with Cognition and Learning Difficulties Resulting from Profound, Severe and Complex Needs".

These include:

- A Statement of Special Needs / Education Health Care Plan.
- The wishes of the parent.
- The nature of the child's needs and previous educational experiences (if applicable).
- Pupils whose learning difficulties cannot be met in a mainstream school.
- Recommendations of the referring body.
- The suitability of Aspen2 for the pupil.

Admissions are made through referral by the Kent Local Authority with the agreement of the school trustees.

We will assess pupils who are referred in their existing schools before they are offered a place to ensure that we can meet their needs and that the placement is appropriate. Parents are given the opportunity to visit Aspen2 before being admitted. Sometimes a short period of induction, including a part time placement, is employed if it will be beneficial to a child's successful transition into school. After admission, parents are invited to attend Aspen2 to discuss with the class teacher, how their child has settled into school. All pupils admitted to the school will have been authorised by the case worker representing the Local Authority before admission.

For further information on admissions you may either contact the school 01474 365485 or the SEN Department on 03000 419345. Numerous agencies, for example health, social services, adoption and fostering services, may also refer a potential pupil to Aspen2 School. Other schools and parents may also make informal enquiries to the school and be invited to visit before any formal procedure is followed. These approaches are welcomed by the school as they help other professionals and carers to gain a clearer understanding of the types of

Refusal of Admission:

The trustees reserve the right to refuse admission in the following cases:

- Places are fully subscribed and admitting pupils over this number would be incompatible with the provision of efficient education or the efficient use of resources.
- The school would be unable to meet the needs of the pupil.
- Admission of a pupil would compromise the Health and Safety of pupils and/or staff within the school, or would seriously compromise or disrupt the education of pupils already within the school.

5. Requests for admission outside the normal age group

Where a parent requests that their child is admitted outside of their normal age group, the school is responsible for deciding to which year group a child should be admitted. The school is required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Requests for admission to Year 7 outside of the normal age group should be made in writing to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application; however, where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year. Deferred applications must be made via paper SCAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with each school's oversubscription criteria

6. Allocation of places

6.1 Admission number

The Academy has an agreed admission number of 150 pupils for entry into the main stream academy for year 7. In addition the agreed admission number for Aspen2 is 6

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

If the number of preferences for the school is more than the number of places available, places will be allocated in the following priority order:-

1. **Students in Public Care.** Children who are, previously LAC, Adopted or previously Adopted. 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 at the time of making an application to the 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.
2. Students with specific educational or social needs evidenced by professional advice.
3. **Current Family Association** - a brother or sister already attending the School at the time of entry. 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. If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

4. Children of Staff members

- a) Children of staff members 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 for which there is a demonstrable skill shortage.

5. **Nearness of children's home to school.** We use the distance between the child's permanent address and the school, measured in a straight line using 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.

No places will be allocated on the basis of ability or aptitude. The Academy is a comprehensive school for young people of all abilities and backgrounds.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Melbourne Avenue. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

6.5 Fair Access Protocol

We participate in Kent County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place

If you wish to apply for a place outside of the usual admission entry schedules, then please download an application form and return it to the school as indicated. We will inform you as soon as possible if a place is available. If the year group is full, you will be placed on our waiting list, in line with our admissions policy criteria. You can also download a help sheet [here](#).

[In Year Admissions Application Form](#)

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8. Appeals

On 1 March 2023 the Local Authority will inform parents of the place that has been allocated for their child. If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

If your child is due to start secondary school in September 2023 you can appeal between 1st March -28 March 2023 to guarantee that your appeal will be heard by 16 June 2023.

If you are unhappy that you have not been offered a place at Dover Christ Church Academy, you can appeal as long as the Academy was named in your original application.

We recommend you still accept the place your child has been offered. This will not affect your appeal and will guarantee your child has a school place if your appeal is unsuccessful. If your appeal is successful you must remember to tell the school you were originally offered that you no longer want the place.

For further advice please refer to the [KCC website](#)

9. Post -16 Admissions

The Academy has an agreed admission number of 100 pupils for entry into year 12.

Priority will be given to existing students transferring from year 11 who have met the academic entry requirements for the academy. The entry requirements are as follows:

1. That an appropriate course is available for the student.
2. That the student has achieved 5 A*-C at Level 2 and the entry requirement for the course chosen.
3. The student has shown a commitment to learning.
4. The student has a good behaviour record in Year 11.

If a student has failed on criteria 3 or 4 a conditional place may be made. Continued entry to the Post 16 will be dependant on the conditions of the place being met and will be reviewed in October of that academic year.

Any conditional place will require a contract to be drawn up and agreed by the Academy, student and parent. This will form the basis of the half-termly review. If the student fails to meet the agreed academic, behaviour, attendance or punctuality targets they will lose the right to their place in the Post 16.

Over-subscription criteria

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

- 1 Looked after children and all previously looked after children, including internationally adopted previously looked after children
- 2 Where a child has a brother or sister attending this school at the time of entry
- 3 Where there are medical grounds for admitting a child
- 4 Nearness of child's permanent address to the school

Waiting list

In the case of over-subscription, a waiting list will for those unable to gain entry, be compiled in the March prior to the intended year of entry. Eligible students will be placed on the list, according to the over-subscription criteria. The waiting list will continue until everyone on it is allocated a place, or until 1 September.

10. Monitoring arrangements

This policy will be reviewed and approved by the Curriculum & Standards Committee every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Appendix A - Key Dates

Key Dates for year 7 admissions in September 2023

On 1st March 2023 the Local Authority will send an offer of a school place to all those who had applied to transfer from Primary School to Secondary School in 2023.

By 15th March you need to let the school that you have been offered know if you wish to accept or refuse the place. We ask you to do this by email to admin@dcccacademy.org.uk.

If you are unhappy with the school that you have been offered, we do recommend that you accept the place in the first instance. You can withdraw that acceptance if you manage to secure a school of your choice at a later date. For further information please refer to the Appeals section of our website or admissions policy

If you have not been allocated the school of your choice, there are two paths open to you:

You can ask to join the waiting list of any school named on your application. This is managed by the Local Authority and they will have provided instructions on how to do this within their offer notification. The deadline for doing this is, again, 15th March.

The waiting list for admission in September 2023 will continue until everyone on it is allocated a place or until 1 September 2023 when it will be revised

Key Dates for year 12 admissions in September 2023

Priority will be given to students already enrolled at Dover Christ Church Academy.

Students must register their interest in a year 12 place in the November 2022 for entry in September 2023

The allocation of places will be subject to students meeting the entry requirements detailed in section 9 above