Longfield Academy
Admissions Arrangements 2023 - 2024

1. Arrangements for admission to 11-16 Provision
The admission arrangements for Longfield Academy for the academic year 2023 - 2024 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

a. Longfield Academy has an agreed admission number of 180 students. The Academy will accordingly admit up to 180 students in the relevant age group each year if sufficient applications are received.

b. Longfield Academy may set a higher admission number as it's Published Admission Number for any specific year. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

2. Process of application
Applications for places at the Academy will be made in accordance with Kent County Council's coordinated admission arrangements and will be made on the Secondary Common Application Form (SCAF) provided and administered by the Kent County Council. Longfield Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year), which whenever possible, will fit in with the common timetable agreed by Kent County Council or its Admissions Forum.

a. By September Longfield Academy will publish, via its prospectus and website, information about the arrangements for admission, including oversubscription criteria, for the following September (i.e. in September 2022 for admission in September 2023). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. The Academy will also provide information to the Local Authority for inclusion in the composite prospectus, as required;

b. September/October - Longfield Academy will provide opportunities for parents to visit the Academy;

c. October/November - SCAF to be completed and returned to the Local Authority to administer;

d. The Local Authority sends applications to the Academy;

e. The Academy sends list of students to be offered places to Local Authority;

f. February – the Local Authority applies agreed scheme for own schools, informing other Local Authorities of offers to be made to their residents;

g. 1st March offers made to parents.

3. Consideration of applications
Longfield Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the Academy will offer places to all those who have applied.

Requests for admission outside of the normal age group should be made to the Principal as early as possible in the admissions round associated with the child's date of birth. This allows the academy and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request, however where provided it must be specific to the child in question and may 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 academy's ability to agree to a request for admission outside of the normal age group. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. Deferred applications must be made via paper CAF to the Local Authority, with written confirmation from the academy Principal 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 the academy's oversubscription criteria.

PROCEDURES WHERE LONGFIELD ACADEMY IS OVERSUBSCRIBED
Where the total number of applications for admission is greater than the published admission number for any relevant age, applications will be considered (after the admission of students with Statements of Special Educational Needs where the Longfield Academy is named on the Statement) against the following criteria. These will be applied in the order in which they are set out below:

a) Looked After Children and all previously Looked After Children, including all those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

   Children previously in Care outside of England - Children who appear to KCC 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.

b) Admission of students whose siblings currently attend the school and who will continue to do so at the time of entry. For this criterion 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. Children residing in the same households as part of an extended family, such as cousins, will not be treated as siblings. If siblings from multiple births (twins, triplets, etc.) apply for the Academy and the Academy would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the Academy will offer a place to each of the siblings, even if doing so takes the Academy above its PAN. The Academy reserves the right to ask for proof of relationship.

c) Health and Special Access Reasons – Medical, health, social and special access reasons will be applied in accordance with Longfield Academy'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 Longfield Academy. 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 the Academy. Such claims will need to be supported by written evidence from a suitably qualified, independent registered medical or other practitioner, at the time of original application, who can demonstrate a special connection between these needs and Longfield Academy.

d) 30 places will be available to children attending a Leigh Academies Trust primary academy. Applications will only be given priority in this category if the Leigh Trust Secondary Academy to which they are applying is closest to their home. If oversubscribed in this category, it will be the

30 closest to the Academy that will be admitted.

We use the distance between the child's permanent home address and the Academy, measured as 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. Priority will be given to those living closest to the academy. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. Where parents live at separate addresses, and have joint custody, the address used will be the one where the child spends the main part of the academy week (i.e. Sunday night to Thursday night inclusive).

e) Nearness of children's homes to school - we use the same method of measurement as detailed in d).

f) In the unlikely event that two or more children 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.

4. Operation of waiting lists

Subject to any provisions regarding waiting lists in Kent County Council's coordinated admission scheme, Longfield Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by Longfield Academy and 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. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 3a)-3e) above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria;

5. Arrangements for admission to Post-16 Provision

Longfield Academy will publish specific criteria in relation to minimum entrance requirements for the Sixth Form and for the range of courses available based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and external transfers. All internal applicants who meet the criteria will be admitted to the Sixth Form, even if this number is greater than the planned admissions number. The academic entry criteria will be published in the autumn immediately preceding the year of admissions (that is Autumn 2023) for September 2023 admissions. The criteria will be included within the Academy's prospectus and within the local authority composite admission prospectus.

If 150 or more students from within Longfield Academy meet the admissions criteria and wish to enter Year 12 of the 6th form, no external applicants will be considered.

Where there are more external applicants for any available Sixth Form places than places available, after the admission of students with special educational needs where the Academy is named on the statement, the oversubscription criteria in paragraph 3a)-3e) above will be applied to determine who is admitted. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants, whether they are internal or external applicants.