



SCHOOL OF SCIENCE  
& TECHNOLOGY  
MAIDSTONE

# Admissions Policy 2021

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## Key document details

Policy number: SG1	Policy type School	Colleague responsible: Headteacher	Date: September 2020	Next review: April 2021
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## Admissions Policy

The School of Science and Technology Maidstone (SST Maidstone) is a mainstream secondary school that opened in September 2020. It operates a curriculum focused on the STEAM subjects (Science, Technology, Engineering, Arts and Mathematics).

**Our Vision:** be a global leader in STEAM based learning.

**Our Mission:** to develop passionate young people with the skills to make a positive contribution to a modern Britain and the 21st century global economy.

### Year 7 Admissions September 2021

From September 2021 admissions will be made in accordance with Kent Local Authority's co-ordinated admission arrangements. Applications are made using the Secondary Common Application Form (SCAF) which is available from the KCC website [www.kent.gov.uk](http://www.kent.gov.uk). The closing date for applications to SST Maidstone will be 31 October 2020. Any applications received after this date will be treated as late applications.

Please also complete and return to school the Supplementary Information Form found at the end of this policy.

SST Maidstone has a published admission number (PAN) of 180 students. If the school is oversubscribed, before the application of oversubscription criteria, children with an Education Health Care Plan (EHCP) which names the school will be admitted. As a result of this, the PAN will be reduced accordingly.

### Banding

We will band across the ability range of applicants. Banding will be applied to all applications excluding children with an Education, Health and Care Plan. There is no pass or fail mark.

All banded applicants will be placed into 1 of 4 ability bands based on their score in the test. The highest ability children will be placed in band 1 and the lowest ability children in band 4.

The test will be taken by all applicants on the last two Saturdays of November. Applicants are advised to be available for both dates.

Where students have not taken the banding test they will only be considered for admission after those who have sat the test.

We will apply our oversubscription criteria to determine who is admitted from each band.

### Our Banding System will operate as follows:

We will operate 4 bands which match the abilities of applicants. Each band contains approximately a quarter of all applicants. This will ensure a comprehensive intake. For example, this is how our system would work with a PAN of 180 and 400 applicants:

- All 400 applicants sit the test.
- After the test is scored approximately 100 students will be placed in each band.
- We then apply our oversubscription criteria to each band to determine who is admitted.
- 45 students from each band will be offered a place with the other 55 being placed on the waiting list for that band if they so wish.

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### Oversubscription Criteria

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:

- a) **Children in Looked 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).
- b) **Health and Special Access Reasons** - 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 mean 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.
- c) **Current Family Association** - a brother or sister in the same school at the time of entry. In this context a sibling means children who live as sister or brother in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters
- d) **Children of Permanent Members of Staff** – Children of staff who work at the school, full time with at least two years' continuous employment or where the Trust considers a member of staff has been recruited for a position for which there is demonstrable skill shortage.
- e) **Nearness of children's home 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 (NPLG) 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 NPLG. The same address point on the school site is used for everybody. Random allocation undertaken by a person unconnected with the Academy Trust will be used as a tie break to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in two or more cases.

### Notes – Home Address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

## Admissions Policy

### Late Applications

All applications received after the deadline will be considered to be late applications. Late applications will be considered after the applicants have sat a banding test, set by the school, in March or July. Applicants will then be placed in the appropriate band and our oversubscription criteria applied.

### Admission of Children Outside Their Normal Age Group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will decide on the basis of the circumstances of the case and in the best interests of the child concerned, considering the views of the headteacher and any supporting evidence provided by the parent.

### Waiting List

We operate a waiting list for students in each ability band. The waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust 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 in each band's waiting list will be determined solely in accordance with the oversubscription criteria. For example, if a child from band 2 leaves the school, the child from band 2 on the waiting list, with highest priority according to the oversubscription criteria, will be offered a place. If a band's waiting list becomes depleted, children on the waiting list from the adjacent band(s) will be considered according to our subscription criteria.

### Applicants

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Admissions Officer for information on how to appeal. Information on the timetable for the appeals process is on our website: [www.sstmaidstone.viat.org.uk](http://www.sstmaidstone.viat.org.uk)

### In Year Admissions

Students applying for a place at a date later than the normal secondary admission age will be added to a waiting list according to our oversubscription criteria.

## Year 7 Admissions September 2021 Supplementary Information Form

**Important:** The deadline for returning this form to the School of Science and Technology Maidstone is 31 October 2020. Banding tests will be sat on the last 2 Saturdays in November.

Child's Details			
First Name:		Surname:	
Primary School:			
Date of Birth:		Gender:	

Parent/Carer's Details			
First Name:			
Surname:			
Address:			
		Postcode:	
Email:		Telephone:	

### Banding Test Arrangements

Please inform us of any medical/health condition or special access arrangements your child may require in order to sit the test.

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### Privacy Notice and Data Collection Statement

All information submitted for admissions will be processed and maintained in line with General Data Protection Regulations (GDPR) and the Valley Invicta Academies Trust Privacy Policy (available on the Trust website).

I confirm that I agree to the collection and use of my data as specified above. YES/NO

I confirm that the information provided is correct at the time of application. YES/NO

Signature of Parent / Guardian	Date

This supplementary form should be scanned to [admissions@sstmaidstone.viat.org.uk](mailto:admissions@sstmaidstone.viat.org.uk) or sent to the school (SST Maidstone, New Cut Road, Maidstone, Kent, ME14 5GQ) and we recommend obtaining a certificate of posting.

Please also ensure that you have completed and returned your Secondary Common Application Form (SCAF) to the Local Authority by 2 November 2020.