



Admissions Policy

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

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

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

If you wish to apply for a place at Spires Academy, you will be required to nominate us as one of your preferences on the Common Application Form. Information and application forms are available online at www.kent.gov.uk/ola or through your child's primary school.

We participate in the Kent Co-ordinated Scheme for Transfer to Year 7 as determined by Kent County Council (KCC) as a local Authority.

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

5. Requests for admissions outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

Spires Academy Admission Arrangements for entrance into Year 7

The Academy published admission number (PAN) is 150.

The Trustees welcome applications from parents/carers who fully subscribe to our ethos and are prepared to support us in our drive for ever improving standards. Spires is a nonselective and inclusive Academy and welcomes students regardless of their aptitude or ability. The Trustee board is the Admissions Authority and as such is responsible for the administration of the admissions arrangements and for any appeals.

If the number of applications for places at the academy is greater than the admission number (150) applications will be considered against the criteria set below.

After the admission of children with statements of special educational needs/Education Health Care Plan (EHCP), where the Academy is named in part IV of the statement/recorded in the Plan, we will use the following factors, in priority order, to decide which students will be given places:

1. Children in Local Authority Care or Previously in Local Authority Care A child under the age of 18 for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act. Children looked after under a agreed series of short term placements (respite care) are excluded.
2. 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 or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
3. Medical, health, social and special access reasons In accordance with the school's legal obligations, in particular those under the Equalities 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' or 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 school.

4. Distance of home from the Academy The distance between the child's permanent home address and the school is 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. A permanent home address is considered to be a residential property that is the child's only main residence and not an address at which the child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the child's home address on the day you completed your 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 6.1 Admission number

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 Bredlands Lane. 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.

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Spires Academy Admission Arrangements for entrance into Year 12

Priority will be given to existing students transferring from Year 11. The PAN for external candidates will be 20 but this figure may be exceeded in the event that this and the number of internal students transferring into year 12 is less than the overall total figure for the year group, which is 100. The admission criteria are as follows:

1. The availability and viability of suitable courses
2. For admission to Level 3 qualification courses 5 GCSE Grade 9 – 4 including Maths and English minimum Grade 4. Some courses of study have particular subject requirements.
3. All applicants are invited to discuss their choices at an information, advice and guidance meeting in the Spring term.

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

1. When an applicant has failed to respond to an offer within the deadlines stated on the offer letter; or
2. When an applicant has failed to notify the School of relevant changes to the application information; or
3. When a place had been offered on the basis of a fraudulent or intentionally misleading application.

7. In-year admissions

Any application for a Casual 'In Year' Admission should be made directly to the Academy.

The application will be considered according to our published admission criteria. It is likely that the previous school will be contacted for a report and the parent and student invited into the Academy for an informal interview and tour of the facilities.

Spires Academy works in collaboration with all Canterbury Schools in regards to the agreed Fair Access Protocols. Where the application is from a child who may be considered 'hard to place' the LA Admission's officer will be informed and the application may be referred to the In Year Fair access panel. (As per The Schools Admissions Code 2014).

8. Appeals

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 you wish to

appeal, you must set out the grounds for your appeal in writing and send it to The Clerk to the Governors, care of the school.

9. Monitoring arrangements

This policy will be reviewed and approved by the Governing Board 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.