



THE ABBEY SCHOOL
A BUSINESS & ENTERPRISE ACADEMY

Admissions Policy

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Next Review: February 2021

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Year 7 Admission Arrangements for September 2021

The Abbey School is an academy school with a published admissions number (PAN) of 210.

The Abbey School is a non-selective secondary school, with a comprehensive curriculum and welcomes eligible applicants of all ability levels for mainstream education.

Applications for places at the school should be made, in accordance with Kent County Council's (KCC) Co-ordinated Admissions Scheme, using the Secondary Common Application Form (SCAF). Further information on the process, timeline and application forms are available online at www.kent.gov.uk/ola

An Open Evening for prospective Y7 students will be held on Wednesday 23 September 2020.

Late Applications

Late applications where the SCAF was submitted after the closing date will be handled in accordance with the Kent Co-ordinated Admissions Scheme and considered using the oversubscription criteria below.

Procedure where The Abbey School is oversubscribed

Before application of the oversubscription criteria, students with an Education and Health Care Plan (EHCP), which names the school, will be admitted. As a result, the PAN will be reduced accordingly.

In the event of the number of applications exceed the number of places available, places will be allocated to pupils in the following priority order:

- a) **Children in Local 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) **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 and sister in the same household, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- c) **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 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. Applications under this criterion must be supported by a separate letter addressed to the Governors at the school, to be despatched at the time of making the application and to be received anyway no later than the first day of the spring term.

- d) **Children of Staff at the School** - Priority will be given to children of a member of staff holding a permanent contract and who have been in post for a minimum of 2 years. Children of a recently-appointed member of staff who have been appointed to a hard-to-fill post and/or to teach a key subject will also be considered.
- e) **Nearness of Children's Homes to School** —The distance used is 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 and the same method of measurement is used for everybody. When the distance criterion is applied, these straight line measurements are used to determine how close each applicant's address is to the school.

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.

Waiting List

Where more applications than places available are received, a waiting list will operate. The waiting will be held, re-ranked according to the school's oversubscription criteria each time an applicant is added and maintained until 31 December each year.

Appeals against 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.

Withdrawal of an offer of a place

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances.

- when a parent/carer has failed to respond to an offer within a reasonable time; or
- when a parent/carer has failed to notify the school of important changes to the application information; or
- the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent/carer.

Casual Admissions

"Common Application Forms" received 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 you would like to apply for admission to The Abbey School, please complete an In Year Casual Admission Form (IYCAF) and return it to the school. The IYCAF is available online at www.kent.gov.uk

Sixth Form Admission Arrangements

The Abbey School has a mixed Sixth Form. All students in Year 11 are eligible to apply for a place in the Sixth Form, subject to entry requirements for courses. Applications from external students are welcomed. The arrangements for admission to the Football Academy are outlined on the school's website.

Admission criteria to Sixth Form are as follows:

- 1 Availability of a suitable course. Should courses not have sufficient numbers then we reserve the right to not offer that course. This can mean that sometimes we remove a course after results come in from GCSE exams in the summer holidays.
- 2 For admission to Level 3 courses (AS, A2, BTEC, International Baccalaureate Career Programme), five 9-4 GCSE Grades are normally required.
- 3 For admission to Level 2 courses, five 9-1 GCSE Grades are normally required.
- 4 Some courses of study have particular subject requirements (see Prospectus).
- 5 All external students, including those applying to the Football Academy, are interviewed and references sought.