



HARTSDOWN  
ACADEMY

## Admissions Arrangements 2019

### Secondary Transfer

All applications must be made via Kent Admissions. All details on how to complete applications will be found in the “Admission to Secondary School in Kent” brochure or on the KCC website: [www.kent.gov.uk/schooladmissions](http://www.kent.gov.uk/schooladmissions).

Once all applications have been received, they will be sent to the school to rank in priority order, as per the oversubscription criteria below:

### 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 –

1. **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).
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. 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.
3. **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.
4. **Nearness of children's homes 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 (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.

The final decision is made by Kent Admissions as to the school offered but parents will have the opportunity to appeal against their decision, details of how to do this will be provided with the offer letter.

## **In year Admissions**

Parents who wish to apply for a school place in any year group outside the normal admission round must complete a school application form. These are available from school reception. The completed form must then be returned to the school.

The school will process each application in order of the date they are received. If the school receives more applications than places available, offers will be made to applications that were received first. If more applications were received in one day than places available, these applications will be put into the schools oversubscription criteria order to decide who gets an offer.

If a place is available at the school

- An offer letter is produced and sent to parents.
- Parents accept or refuse the place to the school within 10 school days.
- If place is accepted, a start date will be given
- If the parent doesn't reply, a chaser letter will be sent after 10 school days. If no reply after a further 5 days, the school place will be withdrawn.

If a place is not available at the school

- Refusal letter produced and sent to parents
- The School will wait for 5 days to see if a place on the waiting list is requested. The waiting list is maintained in oversubscription criteria order. Parents are welcome to enquire with the Academy before completing the application form as to whether there are spaces in the year group.

## **Post 16 Admissions Arrangements 2019**

The Sixth Form at Hartsdown Academy seeks to admit suitably-qualified students of all nationalities that are keen to develop their 21<sup>st</sup> Century skills and global competencies on a daily basis within a rigorous academic environment. The school's admissions policy is to conduct its admissions on a fair and non-discriminatory basis, adhering to the admission criteria. We are looking to create a post 16 community that will be united by a common goal of developing the attitudes and interpersonal skills required for successful learners worldwide – that is, students who are collaborative, internationally-minded and able to engage meaningfully in independent inquiry. The school continually seeks to improve accessibility in relation to EAL, special educational needs and disabilities.

## **Admissions Criteria**

Hartsdown Academy's seeks applications from students who can demonstrate they possess the appropriate levels of academic readiness, as well as the excellent attitudes and interpersonal and academic skills required for successful learning in the school. Hartsdown expects that students will have had a good attendance and disciplinary record.

## **Hartsdown Academy's IBCP**

Students should have Grade 5 in Maths and English and 3 other GCSEs grades A\*-C or equivalent and have the academic, social and emotional potential to make positive contributions to the school community.

## **Vocational Certificate**

The Vocational Certificate is a bespoke course aimed at students who are working towards level 2 and would like to ultimately progress to a level 3 course or work based training. It combines work experience with vocational qualifications along with mathematics and English and is tailored to the individual aspirations or educational needs. Students should have at least 3 GCSEs or equivalent Grade A\*-G.

## **Application**

In order to achieve the highest possible chance of a place in the Sixth Form for September start, applications must be made through Kent Choices:

**If you are in year 11 in a Kent school**, you will receive login details in October. If you have not received them please ask your school (do not self-register).

**If you are in year 11 at an independent school or a school outside Kent** you can self-register directly on the UCAS progress website. (<https://www.ucasprogress.com/search>)

As applications are received, you will be invited into the school to discuss the choices you have made and offers made as appropriate. Individual appointments can be made if young adults are unable to access this site.

## **Offers and Appeals**

Offers will be made on the basis of predicted performance at GCSE, with the requirement that the above grades are achieved in the final examinations prior to entry to the Sixth Form to study the IBCP and the student's chosen subjects being accommodated on the timetable, in feasible group sizes.

All offers made during Year 11 are conditional on students meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results. Offer letters will be made before the end of May 2019. Offers will be confirmed once the school has been notified of GCSE results in August 2019.

Parents have a statutory right of appeal, should an application for a place be refused, by writing to the Clerk to the Governors, care of the school.

Late applications will be considered if places in appropriate subjects are still available after all

other applicants have been considered.

**Headteacher October 2017**

**Full Governing Body ratified – December 2017**