



**GOODWIN
ACADEMY**

Admissions Policy (Academic Year 2018-2019)

Author: Mr S Smith

Date: February 2017

Agreed by Governors: 16 March 2017

Agreed by Trust Board: 21 March 2017

Sponsored by



SCHOOLS COMPANY

1.0 Introduction

The admission authority for Goodwin Academy is the Academy's Local Governing Body/Sponsor. This policy is in line with government legislation and guidance (School Admissions Code 2014) and is designed to ensure there is a fair admissions procedure for all applicants, and to help guide parents/carers and their children through the application process.

For the academic year commencing September 2018 the Published Admissions Number (PAN) for year groups 7-11 is 180.

2.0 Admissions Procedure

2.1 Applying for a Place

Goodwin Academy welcomes all applications. The Academy has two main intake levels; Year 7 and Sixth Form. We encourage entry at these times so as to aid the progression of the child academically without interruption; however, children are welcome to apply for entry in any year.

Parents/carers are encouraged to visit the Academy with their child if they are planning to apply for a place and there are a number of open days during the year. Arrangements for visits outside of these dates can be made through the Academy Office.

Children are admitted to the Academy using the criteria outlined in this policy. In no way does the academic ability of the child come into consideration when places at the Academy are being allocated.

2.2 Admissions Arrangements for Year 7 (September 2018)

Admissions arrangements for children born between 1st September 2006 and 31st August 2007.

Parents/carers resident in Kent will be able to apply for their child's school place either on line at www.kent.gov.uk/ola or by using a standard paper form known as the Secondary Common Application Form (SCAF).

Parents/carers indicate their preference for secondary education after the selection tests are taken. The decision regarding selection tests will be sent on 12th October 2017 and the SCAF needs to be completed and returned by 30th October 2017.

On 1st March 2018 parents/carers will receive emails or letters offering them a place at the Academy. After that day the Academy will then send a welcome letter, asking parents/carers to confirm their child's place at the Academy; parents/carers will also need to confirm their child's place with the local authority. Places should be accepted or declined to the Academy by 15th March 2018.

Once places are accepted, admission forms will be sent by post. These need to be returned to the Academy with a copy of the child's full birth certificate by 1st June 2018.

The Academy does not ask for additional information on a supplementary information form.

2.3 Secondary Transfer Admission Appeal Process – Year 7 September 2018

If an application has been unsuccessful, parents/carers have the right to appeal.

An appeal needs to be in writing to the Academy no later than 20 school days from the date of the application not being successful.

For admissions in to Year 7 in September 2018 the date of deadline for lodging an appeal is 29th March 2018.

Parents/carers lodging appeals by the deadline will have their appeal heard within 40 school days. The Academy will give appellants at least 10 school days' notice of their appeal hearing, and the timetable will allow reasonable deadlines of 5 days for submissions of evidence and sending out papers.

Once an appeal has been heard, wherever possible the Academy will send a letter within 5 school days of the appeal.

Appeal forms are available from the Kent County Council website.

http://www.kent.gov.uk/education_and_learning/school_education/applying_for_a_school_place/secondary_school_places.aspx or a copy is available to collect from the Academy Office.

2.4 In-Year Admissions Applications

This includes admissions arrangements for any transfers to any year up to and including Year 11, which do not fall within the initial Year 7 September admission.

Parents/carers resident in Kent will be able to apply for a school place by using the form on line at

http://www.kent.gov.uk/education_and_learning/school_education/applying_for_a_school_place/in_year_admissions.aspx or by using a standard paper form known as the In-year Common

Application Form (IYCAF), which is available from the Local Authority or the Academy Office.

Students are accepted from all parts of Deal and the surrounding area/villages.

The Academy does not ask for additional information on a supplementary information form.

The Local Governing Body/Sponsor has the right to refuse the admission of children who have been permanently excluded from two or more schools.

Goodwin Academy works with Kent County Council in accordance with their in-year fair access policy.

2.5 Offers

The Academy may withdraw its offer if it is found that the place was offered based on a fraudulent or intentionally misleading application. The offer may also be withdrawn if the Academy has not heard back from the parent/carer of the child in writing within the 10 days' acceptance period.

2.6 Oversubscription Criteria

If the number of preferences for the Academy is more than the number of places available, places will be allocated in the following priority order:

- **Looked After Children** - a child under the age of 18 years for whom the local authority

provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.

- **Current family association** - a brother or sister attending the Academy 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 to the Academy and the Academy would reach its PAN after admitting one or more, but before admitting all of those siblings, the Local Governing Body/Sponsor will offer a place to each of the siblings, even if doing so takes the Academy above its PAN.

- **Health and Special Access Reasons** – these will be applied in accordance with the School's legal obligations, in particular those under the Disability Discrimination Act 1995. Priority will be given to children under this criterion whose health or physical impairment means they have a demonstrable and significant need to attend the Academy. Medical/health and special access reasons must be supported with written evidence from an appropriately qualified medical practitioner. The evidence must demonstrate a special connection between the child's needs and the Academy.
- **Nearness of the child's home(s) to the Academy** – 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.

2.7 Children with a statement of special educational needs (SEN) or education, health and care plan (EHCP)

The Academy will admit all children who have a SEN statement or EHCP where the Academy is named, unless this admission causes disruption to the education of the students already placed here in some way that cannot be overcome by reasonable adjustments being made. The SENCO will discuss this fully with KCC if and when papers are received for a child for whom this is relevant. Children who have special educational needs but who do not have a SEN statement or EHCP will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The Academy will do everything it can to accommodate these pupils. See our SEN policy for details of special provision provided by the Academy.

2.8 Waiting Lists

The Academy will maintain a waiting list until the start of the January term 2019, should places become available the oversubscription criteria will be used to determine allocation of each place. Applicants will be listed in order of priority, in accordance with the Academy's oversubscription criteria. A child may gain entry to the Academy if the number of pupils falls below the admissions limit of the Academy.

If a child on the waiting list is offered a position at the Academy, they will be notified by letter and will have the option of accepting or rejecting the place within 10 days.

2.9 Post 16 Admissions

All applications are to be made via the Kentchoices4U website. Both internal and external applicants will have to have met the minimum academic requirements to gain entry to the Sixth Form.

Students wishing to study:

- Level 3 subjects must gain a minimum of 5 x A*-C grades/Grade 9-5 at GCSE
(for entry onto A/S and A level programmes this will derive from individual subjects)

- Level 2 subjects must gain a minimum of 5 x D-G grades/Grade 4-1 at GCSE

Some subjects also have specific entry requirements which will be detailed on the Kentchoices4u website and in the Sixth Form Prospectus.

All applicants are invited to attend a guidance meeting, where their choices and relevance to their future intentions will be discussed. Parents/carers are also invited to attend this meeting. Students who fail to gain the required GCSE grades will be called for a further meeting prior to enrolment to discuss alternative options.

Prior attendance and behaviour records from secondary school education may be used to inform our decision about an offer of a place at Goodwin Academy Sixth Form.

In the event of a subject being oversubscribed places will be allocated on a first come, first served basis (providing entry criteria is met).

3.0 Appeals

There is a statutory right to appeal to an appeal panel against any decision made by the Academy. The right to appeal occurs once the parent/carer has received notification of the decision of the Academy as to whether they will offer a place or not. This decision will be either on grounds of a student not being eligible for a place or that the student is eligible but there is no place available because the PAN for that year has been reached.

Should parents/carers wish to appeal, once they have been notified of the decisions, they must send a letter detailing the reason for appeal to the Academy. An appeal may take up to 30 school days to be arranged. Parents/carers have the right of appeal each time a decision whether to offer a place or not is made, however a decision is only made once in each Academic Year. Parents/carers have a right to attend and speak at the Appeal hearing.

The decision of the Appeal Panel is final and binding on all parties. An appeal panel's decision can only be overturned by the courts where the appellant or admission authority is successful in applying for Judicial Review of that decision.

A child is allowed to be on the Academy waiting list while lodging an appeal and the appeal will not affect their position on the list.

4.0 Changes to Admission Arrangements

The admission arrangements for the Academy may be changed by the admission authority in accordance with the requirements of the relevant legislation. Parents/carers will be consulted on any changes prior to their implementation.

Parents/carers must notify the Academy immediately if there are any changes that may affect their child's application, such as a change of address. Where the child has multiple addresses, the address

given to the Academy should be the one where the child spends the majority of the school week. If it is an equal split, the parents/carers can decide which address to give.

5.0 Complaints

A complaint concerning the process of the appeal should in the first instance be addressed to the Academy. Parent/carers who do not want to discuss the matter with the Academy or who are not satisfied with the reply should write directly to:

The Local Government Ombudsman
Millbank Tower
Millbank
London
SW1P 4QP

The Admissions Policy will be reviewed each year.