

The Community College Whitstable Admissions Policy



**Reviewed and agreed by Governors at the Full Governing Body
meeting held on 8 March 2017.**

GS

Mr Graham Saltmarsh, Chair of Governors

Date:

AGI

Mrs Ana Gibson, Headteacher

Date:

This policy will be reviewed annually but will be amended before then if required.

Next review due: March 2018.

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Admissions Policy

Section 1: Admission to the September Year 7 entry

The admissions process complies with current admissions legislation. The Community College Whitstable is a community school and as such our admissions policy is set by Kent County Council (KCC).

i. Numbers Admitted

The Community College Whitstable's published admission number (PAN) is 210.

ii. Applications for Admission

- a) Applications for admission to Community College Whitstable should be made on the Local Education Authority's "Common Application Form." The "Common Application Form" should be returned to the Local Authority by the agreed published date.
- b) Parents who wish to request their child to be taught outside of their normal age group, must apply in writing to the Headteacher stating their reasons for the request.
- c) The Governors will follow the Local Authority's timetable for applications.
- d) In the event of the school being over-subscribed, all applications for admission will be considered according to the criteria set out below.
- e) The Local Authority will send letters to parents by first class post on the agreed published date advising them whether or not they have been allocated a place for their child at Community College Whitstable. Parents have to accept the offer of a place by the agreed published date.

iii. Late Applications

- a) The deadline for the return of the "Common Application Form" is the agreed published date.
- b) Late "Common Application Forms" received by the Local Authority after the published return date, but before the published end of scheme date will be dealt with.

iv. Criteria for Admissions

- a) On behalf of the Governing Body, this is the responsibility of the Headteacher and Admissions Leader, in consultation with the KCC.
- b) In line with KCC's policy, the Governing Body supports the following criteria when determining admissions:
 - Children in Care
 - Current Family Association
 - Health and Special Access Reasons
 - Nearness of children's homes to college
 - Special Educational Needs

Section 2: Casual Admissions

"Common application Forms" received by The Community College Whitstable 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". The Governors will send the form to the Local Authority along with their decision on the application. The Governors will also notify the parent of their decision at the same time. If the parent is refused a place they will be advised of their right of appeal.

Section 3: Oversubscription

Before the application of oversubscription criteria, children with a statement of special educational need which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Where applications for admission exceed 210, the following criteria will be applied, in the order set out below, to decide which children to admit:

- a) places will firstly be offered to children in Local Authority care. i.e. 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. This applies equally to children who immediately after being looked after by the Local Authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).
- b) 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 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 particular school.
- c) places will then be offered in the following order, using the criteria below:
- d) 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.
- e) 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 Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody.

A pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either;

- Owned by the child's parent, parents or guardian, OR
- Leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and 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.

f) places will then be offered to any additional applications.

Section 4: Waiting List and Appeals

Parents may ask to be kept on a waiting list, this list will be re-ranked in accordance with the schools oversubscription criteria each time a child is added.

Appeals Against the 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.

The School's Open Evening

The Open Evening for prospective Year 7 pupils will be held in Term 1 on a date that will be published at the beginning of the academic year preceding entry.

Section 5: Admission to the Sixth Form

Places will firstly be offered to children in Local Authority care. i.e. A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/careers (Section 22 of the children Act 1989) or who is subject of a care order under Part IV of the Act. Priority will be given to existing pupils transferring from Year 11.

Pupils are admitted to the Sixth Form subject to the following:

- a) a formal application by pupil and parent and a pupil interview to determine the courses to

- be studied;
- b) availability of a specific course or combination of courses;
- c) minimum entry requirements for specific courses, as published on the school's website.

Please note that the Governors reserve the right to withdraw courses if there is insufficient student demand.

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

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

Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered.

A waiting list will be held, ranked according to the oversubscription criteria.