

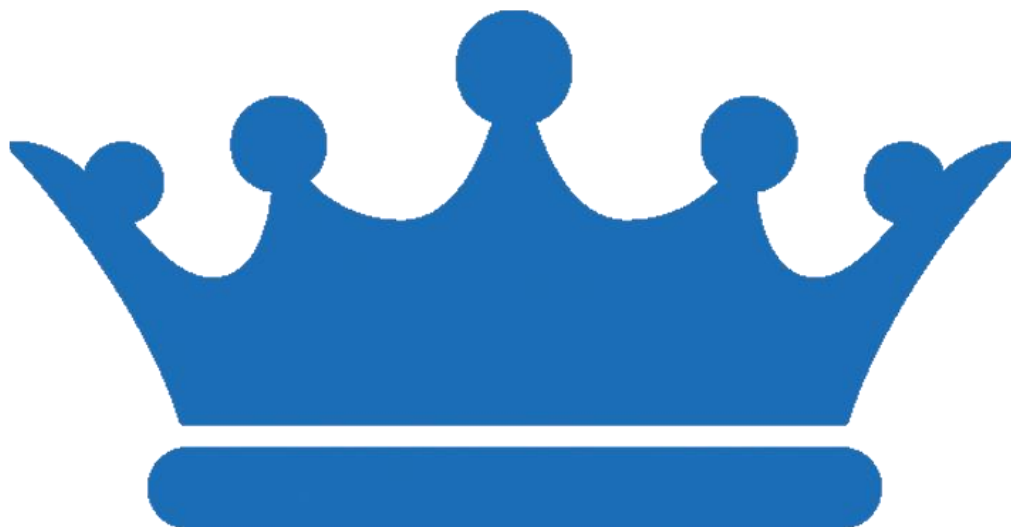


# Admissions Policy

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## **Introduction**

Kingsway Park High School is a Trust (Foundation School) and it follows the Rochdale Local Authority admission arrangements and policies.

The purpose of this policy is to ensure that all places at Kingsway Park High School are allocated and offered in an open, transparent and fair way. Boys and girls will be admitted to Kingsway Park High School at age 11+ without reference to ethnicity, ability or aptitude.

## **Published Admission Number PAN**

The Governing Body at Kingsway Park High School have set the admission number for 2019/20 as **270** this will be reviewed on an annually basis.

## **Criteria for the allocation of places**

Kingsway Park High School will admit students up to the published admission number (PAN). Where there are more applications for the school than there are places available, places will be allocated giving priority to students in the following order:

### **1. Children with statements of Special Educational Needs or an Education Health and Care Plan. (EHCP)**

Where students have a statement of Special Educational Needs or an Education, Health and Care Plan that names this school, then Kingsway Park High School has a statutory duty to admit these students. This means that children with such a statement will be allocated a place at Kingsway Park High School before any other places are allocated to other students.

### **2. Children in the care of the Local Authority (Looked after Children – LAC)**

Children who are in public care, or children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order

### **3. Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to Kingsway Park High School**

Exceptional medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a student's medical condition relates to the preference for Kingsway Park High School.

Exceptional welfare considerations (such as children at risk must be supported at the time of application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker, Education Welfare officer) indicating how the circumstances relate to Kingsway Park High School. These criteria will consider issues relevant to the child and/or the family in line with the Equalities Act 2010. If exceptional medical or welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place at Kingsway Park High School under this priority.

### **4. Children with an older sibling attending the school at the time of admission**

A sibling is defined as a brother or sister, step-brother or step-sister, and half-brother or half-sister. A sibling must be living at the same address and not be a cousin or other relative. You may only claim this priority if your child has an older sibling who will be in attendance at Kingsway Park High School in SEPTEMBER 2017.

## **5. Children eligible for service premium**

Children eligible for admission under this priority are those where:-

- One of their parents is serving in the regular armed forces
- One of their parents served in the regular armed forces in the last 3 years
- One of their parents dies while serving in the armed forces and the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

## **6. Proximity and ease of access – where you live**

Once places have been allocated using the criteria 1-5 then any remaining places are allocated on the basis of relative proximity and ease of access to Kingsway Park High School.

Distances will be determined by measuring the shortest suitable walking distance to Kingsway Park High School and deducting the shorter suitable walking distance to alternative schools. This figure will give the difference in distance that one child would have to travel compared to another, and so establish a priority ranking. This will mean that those living furthest from an alternative school will have priority for their nearest school. These schools will include all communities, voluntary controlled, foundation and academy schools whether in the Rochdale Borough or not.

It should be noted that in looking at ease of access bus routes are NOT used.

## **7. Children of staff at the school**

- Children are defined as son/daughter or stepson/stepdaughter
- Any member of staff employed at the school at the time at which the application for admission to the school is made and/or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

## **8. Allocation of places to twins/multiple births/same year group siblings**

Where a single place remains at Kingsway Park High School and the application being considered is for twins or children from multiple births or same year groups siblings then a place will be offered ABOVE the PAN to accommodate each child.

## **The Right to Appeal**

If an application for admission or a within year transfer request has been turned down by the Governing Body of Kingsway Park High School, then parents/carers can appeal to an Independent Appeals panel. This appeal must be made in writing to Rochdale Local Authority Legal Service Team within 20 school days of notification of refusal.

The decision of the appeals panel is binding on all parties.

## **Admissions into a different year group**

There may be exceptional circumstances where admission into a different year group may be advised or considered (able and talented children, for example, or those who have experienced or missed part of a year, for example due to ill health). The Governors' Admissions Committee will make a decision based on the circumstances of each case. Parents/carers of children refused a place at the school have a statutory right of appeal, but this does not apply if parents are offered a place other than in the year group for which they applied.

**Within year transfers and application outside the normal admission round in September (see Appendix A)**

Parents/carers who would like their child to transfer to Kingsway Park High School from another school must complete a WITHIN YEAR transfer application form and return this to the school Admissions Team at Rochdale Local Authority. This form can be obtained from the local Authority or the current Rochdale School.

If places are available, children qualifying under the published admission criteria will be admitted.

Kingsway Park High School will process these applications within 10 days of receipt.

**Policy Review and Consultations**

Kingsway Park High School Governing Body will review and approve the Admissions policy annually.

Consultation on admission arrangements will take place whenever there are significant changes to the policy or every 7 years if there are no significant change.

Consultation will be a minimum of 8 weeks and will take place between 1<sup>st</sup> November and 1<sup>st</sup> March in the academic year before the arrangements are to apply.

## Admission Structure

### Pre-admission

- Pastoral Leader and Head Teacher meet to agree the staff to attend admission meetings.
- Pastoral Admin Officer to request information from previous schools including academic performance.
- Curriculum Deputy updates available KS4 option subjects.
- Pastoral Admin Officer to arrange meeting. Relevant staff will be sent calendar meeting invitation. Admissions documents to be attached to calendar invite.
- Admission Information Pack and all relevant documents to be posted or emailed to students to complete at home and bring with them to admission meeting.
- Pastoral Admin Officer to set up student on SIMS and inform Curriculum Deputy of planned admissions.

### Admission Meeting

- Admission meetings will be held:
  - Tuesday 13:50 - 15:00 (with YMrs and MBA/NGR/MME/ICA if required). INA student admissions will be on Tuesdays.
  - Wednesday 13:50 – 15:00 (with YMrs and MBA/NGR/ICA if required)
- Student, parent/carer, and relevant staff member to attend the meeting.
- Review documents from the Admission Information Pack.
- Any remaining signing of documents to be completed during admissions meeting.
- All new students to be asked admission questions (see attached) during admission meeting by either YM or AHT.
- Uniform issues to be resolved during admission meeting and JKI informed if any problems or purchases needed.
- Student photograph taken.
- Curriculum Deputy to create student timetables and inform Pastoral Admin Officer.
- Pastoral Admin Officer communicates new admission student details (with photo) to relevant teaching staff.

### Start day

- All new students to start on the Monday following the admissions meeting.
- 9:00am start (see first day timetable)
- YM(s) to meet student at main reception to complete orientation and introduce to student buddy.
- New admissions will complete Maths, English, and Science assessments on their 1<sup>st</sup> day (periods 2 - 4 in the Aspirations Centre with mentor ). Assessment results may result in student timetable changes.
- IT Services will provide student username and passwords.
- Straightforward admission students will attend timetabled lessons after lunch. Other new students may spend time in KASEL or ALPHA.

### Post Admission

- Pastoral Admin Support to add student's aspirations to SIMS Quicknotes in the format: "ASPIRING [job title]
- YMs to monitor students
- After 4 weeks Pastoral Admin Officer to organise a review meeting with student, parent/carer, and Head Teacher.

## **Admission Questions**

The following questions will be asked to all new students at the admissions meeting:

1. Why have you applied to attend Kingsway Park?
2. What do you want to do after school? What are your aspirations?
3. What are your interests/hobbies?
4. Tell us about your family: Brothers/Sisters? Older/Younger? Will they be coming to Kingsway Park?
5. Do you have any favourite subjects?
6. Where do you study at home?
7. Do you have access to the Internet and ICT?
8. How do you get to school?
9. What book are you currently reading?
10. Are there any remaining items of uniform you need to purchase?
11. Do you have all the correct equipment needed to start on Monday? Calculator, Green Pen, Pencil Case etc.
12. Parents can we confirm your email address? Check with email address on completed forms.

## First Day Timetable

Straightforward admission students

Time	What	Where	Who
9:00 – 9:30	Orientation (photo, biometrics, buddy)	Meet at reception then taken around building	Year Manager
9:35 – 10:25 (Period 2)	Assessments	Achievement Centre	EBA
Break			
10:40 – 12:00 (Period 3 and 4)	Assessments	Achievement Centre	EBA
Lunch (Early at 12:00 to meet Year Manager, rest of lunch with buddy)			
13:00 – 13:50 (Period 5)	Normal Lesson with help from buddy		
13:50 – 14:40	Normal Lesson with help from buddy		

**Maybe adjusted to meet the needs of the student.**

**WITHIN YEAR ADMISSIONS & TRANSFERS**

Parents have a right to express a preference for a school place at any time. Admission Authorities have a duty to comply with a preference unless there is a statutory reason not to, as set out in the school Admission Code. If a preference is not complied with then parents have the right of appeal as set out in the **Appeals Code**. If a parent makes a verbal enquiry about a place they should be told of the current position. Even if the year group is full they should have the opportunity to submit an application and for that to be considered. No parent can be given a guarantee that their preference will be met.

**Application received by school**

School notifies LA of receipt of application Governing Body Admissions Committee considers application(s). The whole process up to notifying parent should normally be completed within **10 school days**

Does the child fall within one of the categories of Hard to Place? See **Fair Access Protocol (FAP)**

