



## **Admissions Policy 2023/24**

### **Policy Ethos**

This policy reflects the aim of the Altus Education Partnership (AEP) to build a sense of pride in the academy, in the community and in Britain. This aim is reflected in the academy's admissions policy which ensures that the academy is for the local community. The 11-16 academy is non-denominational and co-educational with ten forms of entry to meet the local need and support the local authority to meet its statutory duty to provide a school place for every child. As an Academy, the Academy Trust (AEP) is the Admissions Authority and is responsible for taking decisions on applications for admissions. The Trust will use the local authority's co-ordinated admissions scheme as the administrative means of admission to the academy.

### **In-Year Transfers**

Parents/Carers who would like their child to transfer to Kingsway Park from another secondary school must complete an In-Year Transfer Application Form and return this to the School Admissions Team at Rochdale Local Authority. If places are available, children qualifying under the published admissions criteria will be admitted. If there are more applicants than places available, then the published oversubscription criteria listed below will be applied.

### **The Policy**

- Kingsway Park has an admission number of 270 pupils for entry in year 7
- The academy will accordingly admit at least 270 Year 7 pupils each year if sufficient applications are received
- All applicants will be admitted if there are 270 or fewer applications
- If there are more than 270 applications the following oversubscription criteria will apply in the following order:

## **Students with an Education Health and Care Plan (EHCP)**

Where students have an Education, Health and Care Plan (EHCP) that names a specific school, the Local Authority has a statutory duty to admit those students. This means that students with such a EHCP will be allocated a place before any other places are allocated.

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

The policy of Kingsway Park High School is to admit students, on demand, up to a school's Published Admission Number.

Where there are more applications for our school than there are places available, places will be allocated giving priority to students in the following order:

### **1. Looked After and Previously Looked After Children**

This criterion shall apply to children who are in public care ("Looked After" children as defined by section 22(1) of the Children Act 1989), or children who were previously looked after but ceased to be so because they became adopted or became subject to a child arrangements or special guardianship order.

### **2. 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 pupil's medical condition relates to the school of preference. On receipt of the medical certificates/letters the case will be referred to the Service Director for consideration. It should be noted that providing such evidence does not automatically mean that a place will be allocated under this priority.

Exceptional welfare considerations (such as children at risk) must be supported at the time of the application by a letter from a supporting agency (e.g., Social Worker, Family Support Worker, Education Welfare Officer) indicating how the circumstances relate to the Kingsway Park High School. On receipt of such a letter and evidence, the case will be referred to the Service Director for consideration. It should be noted that providing such evidence does not automatically mean that a place will be allocated under this priority. This criterion will consider issues relevant to the child and/or the family in line with the Equalities Act 2010. If exceptional medical or exceptional welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place under this priority.

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### **3. 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 must not be a cousin or other relative. Priority may only be claimed under this priority if the child has an older sibling who will still be in attendance at the school when the child is admitted.

### **4. Children eligible for the service premium**

Children eligible for admission under this priority are those where:

- one of their parents is serving in the regular armed forces;

- they have been registered as a 'service child' in the school census at any point since 2011
- one of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.
- Students with a parent who is on full commitment as part of the full-time reserve service.

#### **5. 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

#### **6. Relative proximity and ease of access**

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.

#### **Tie-breaks**

Proximity to Kingsway Park will first be applied if the school is oversubscribed in criteria above with those living closest to the academy having priority for admission. Applicants living nearest to the school will be given priority. Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case. For random allocation the children's names go into a hat (metaphorically) and the first ones drawn out by someone unconnected with the school get in. However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

#### **Waiting lists**

- Where in any year Kingsway Park receives more applications for places than there are places available, a waiting list will operate.
- This waiting list will be maintained by Kingsway Park and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application
- Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria

- Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria
- The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

### **Appeals**

- All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code
- Information on the appeals process is on our website.
- If an application for admission or an In-year transfer request has been turned down by Kingsway Park, parents/carers can appeal to an Independent Appeals Panel. This appeal must be made in writing to Rochdale Local Authority Legal Services Team within 20 school days of notification of refusal. The date of notification of the appeal date will be shared with you and a decision following the appeal should be with you within two working days after posting by first class post. The decision of the appeals panel is binding on all parties.

### **RMBC School Admissions Team**

Number One Riverside  
Smith Street, Rochdale  
OL16 1XU  
Tel: 0300 303 0340

Email: [school.admissions@rochdale.gov.uk](mailto:school.admissions@rochdale.gov.uk)

Website: <http://www.rochdale.gov.uk> RMBC Legal Services Team

School Admissions Appeals

Number One Riverside, Floor 2

Smith Street, Rochdale

OL16 1XU

Tel: (01706) 921356

### **Important Information for applicants**

It is the responsibility of all applicants to clearly state any specific details which relate to any of the above admission criteria. The information should be included on the application form which should be fully completed before submission.

Children living in other authorities outside of Rochdale must apply to their own Council and name Kingsway Park, Rochdale as one of their preferences.