



**THE KINGSWAY
ACADEMY**

Admissions Policy

Date of last review:	January 2016	Review Period:	1 yr
Date of next review:	January 2017	Owner:	TKA
Type of policy:	Statutory	LGB or Board approval:	LGB
Version:	V1		

Admissions Policy relating to admissions to the Academy in the academic year September 2015 and beyond

This document sets out the admission arrangements for The Kingsway Academy. The Academy is a secondary school that provides a Sixth Form for internal and external applicants (priority is given to eligible internal applicants).

The academy will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2012 (the Admissions Code) the School Admission Appeals Code of Practice 2012 (the Appeals Codes) and the law on admissions. The academy will through Northern Schools Trust, consult as may be required and/or necessary. Reference in the Codes to admission authorities shall be deemed to be references to the Board of Northern Schools Trust, the powers and functions of which may be delegated to the local governing body of the academy.

All academies in the Northern Schools Trust network including the Academy will participate in the co-ordinated admission arrangements administered by the local authority in the relevant geographical location and in respect of other arrangements specified in the Admissions Code.

Notwithstanding these arrangements, the Secretary of State may direct the academy to admit a named pupil to the academy on application from a LA. Before doing so the Secretary of State will consult the Academy.

The Academy is one of a number within a network of academies and organisations overseen by Northern Schools Trust.

Northern Schools Trust is the Admissions Trust and through its Board may delegate some functions to Local Governing Bodies (LGB's) set up to provide a local oversight of individual academies.

The Northern Schools Trust Board is responsible for the admissions policy of each academy. From time to time some admissions functions may be delegated to academies whilst others are carried out at Northern Schools Trust under the direction of the Board.

In the event of a query, enquiries should be made to the Admissions Team at Northern Schools Trust, 41 Greenland Street, Liverpool, L1 8ND.

ADMISSION ARRANGEMENTS

THE NORMAL ADMISSIONS ROUND:

The admission arrangements for the Academy for the academic year 2017/2018 and for subsequent years are set out below.

The academy has an agreed admission number of 250 pupils in Year 7.

The Academy may set a higher or lower admission number than its Published Admission Number for any specific year. Before making any change to the agreed admission number, or a permanent change to its PAN the Academy will in accordance with the provisions of the School Admission Code 2012 notify the Local Authority of the consent to such an arrangement of the Northern Schools Trust Board and the Local Governing Body. Where it is proposed to have a lower admission number the academy will consult as required by paragraphs 1.3 and 1.42 of the School Admissions Code.

In accordance with its funding agreement the Academy will also seek the consent of the Secretary of State to any permanent change to its PAN.

Post 16 provision

The number of places available in the Sixth Form will be published in advance on the academy website. Those students already attending the academy and achieving the minimum academic entrance requirements will be given preference.

The minimum academic entrance requirements for admission to the post-16 provision will be published in the academy sixth form prospectus which will be available on request and also published on the academy website. These requirements will relate to both internal and external applicants.

Students will be informed in writing whether or not they have been allocated a place.

CONSIDERATION OF APPLICATIONS

Arrangements for applications for places at the academy will be made in accordance with the relevant Local Authority's (LA) co-ordinated admission arrangements and will be made on the Common Application Form provided, an internal Academy Application Form and administered by the relevant LA.

The Academy Trust will use the LA's timetable for applications to the Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements agreed following consultation, within the LA.

For secondary applications:

September - The academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2015 for admission in September 2016). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school.

September/October - The academy will provide opportunities for parents to visit the Academy.

October - Common Application Form to be completed and returned to the LA to administer and internal Academy Application Form to be completed and returned directly to The Kingsway Academy.

December –LA sends applications to the academy.

February –The LA applies agreed scheme for own schools, informing other local authorities of offers to be made to their residents.

March - offers made to parents by LA.

April/May - Determination of the next academic year's admissions policy. This will be published on the academy's website and sent to the LA by 1 May for inclusion in the composite prospectus.

Admission to the Sixth Form will be administered by the academy in accordance with the published arrangements (see paragraphs 5A and 11).

After the admission of pupils with statements of Special Educational Needs or Education Health and Care Plans where the academy is named on the statement, the academy will consider all applications for places. Where fewer applications are received than places available, the academy will offer places to all those who have applied.

PROCEDURES WHERE THE ACADEMY IS OVERSUBSCRIBED

Oversubscription Criteria

Where the Academy is named on a pupil's Statement of Special Educational Needs or Education Health and Care Plan, and pupils in care, that child will be admitted by the Academy. If the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria and order set out below.

Looked After Children and Children who have been previously looked after (pursuant to the Admissions Code)¹.

Children who at the time of the admission have a sibling who attends the academy. For this purpose "sibling" means a whole, half or step-brother or -sister or an adopted child resident at the same address. In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application.

Distance measurement - A child's home will be the address at which the child normally resides and which has been notified to the Academy and other relevant agencies as being the child's normal place of residence.

In those cases where Northern Schools Trust is required to carry out the measurement itself priority will be given to those children who live closest to the school using the shortest walking distance taken from Ordnance Survey Data using the Local Authority's computer mapping system.

Post 16 oversubscription criteria

Where the sixth form is oversubscribed, priority will be given to those qualifying applicants

- with SEN, where the academy is named on the Statement, followed by
- eligible looked after children or former eligible looked after children. Other criteria for priority will be published on the academy website.

Right of Appeal

There will be a right of appeal to an Independent Appeals Panel for all applicants refused admission.

1 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 function at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became the subject of a residence order or special guardianship order.