



## **KESTEVEN AND SLEAFORD HIGH SCHOOL PART OF THE ROBERT CARRE TRUST**

### **ADMISSIONS POLICY – 2018-2019**

Kesteven & Sleaford High School is an 11-18 selective Academy.

The Governing Body of Kesteven & Sleaford High School (KSHS) is the admissions authority for the Academy.

#### **Process of Application**

Arrangements for applications for places in Year 7 at Kesteven & Sleaford High School will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements.

Parents resident in Lincolnshire can apply on-line at: [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), parents resident in other areas must apply through their home Local Authority. Kesteven & Sleaford High School will use the Lincolnshire County Council's timetable published on-line for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

If Kesteven & Sleaford High School is over-subscribed, the over-subscription criteria, detailed below, will be used to allocate places.

It is the school – not the Local Authority – that carries out the testing procedures. Individual selective Academies/Grammar Schools administer the 11+ selection tests that are used to identify those children who are most suited to selective education.

Parents should note that taking the 11+ tests does not constitute an application for a place; a Local Authority Application must also be completed.

#### **The Number of Places Available**

The official admission number for entry to Year 7 is 128.

#### **What Happens If the School is Over-Subscribed**

*In accordance with the Code of Practice for Special Educational Needs, the allocation of school places for pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan will take place before schools allocate other places as part of the annual admissions process.*

In the event that more pupils qualify for a place than can be accommodated places will be allocated for students who have reached the required standard in the 11+ selection tests as follows:

1. The child is, or has been in the past, in the care of the Local Authority;
2. The child is registered for Pupil Premium (those registered for Free School Meals at any point in the previous six years).
3. Students who, at the time of admission, have siblings at one of the schools within the Robert Carre Trust.
4. Straight line distance from the home to the Academy, priority will be given to the child living closest to the Academy.

If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in the Children's Services Directorate at the local authority.



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The Academy has the right to investigate any concerns it may have with respect to the accuracy of information provided by parents on an Application Form and to withdraw the offer of a school place if there is evidence that parents have made fraudulent claims e.g. concerning parental responsibility or place of residence.

### **Appeals**

There is a statutory appeals procedure organised by the Lincolnshire Local Authority, on behalf of Kesteven & Sleaford High School, for parents who want to appeal against the decision not to offer their child a place at this school.

If you would like more information about this process please telephone: 01522 782030.

### **Children of UK Service Personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

### **Early Entry**

The school can, in exceptional circumstances, accept 'under-age' pupils who are outstandingly able and who need to be accelerated beyond their year group. This is only normally possible if their existing school cannot provide appropriately for them.

Consideration needs to be given not only to academic standards but the social maturity of the pupil concerned. Parents of such children are requested to contact the Local Authority for advice as well as Kesteven & Sleaford High School.

### **Late Entry**

Late entry to the school is possible into Years 7-11 if the numbers in that year group are below our capacity.

Any pupil who has not taken an 11+ selection test in Year 6 can take a CAT test (Cognitive Ability Test) appropriate to their age. This test aligns with the proportion of the year group identified as 'qualified' for entry to Year 7 through the 11+ process.

### **Visits, Testing and Admissions Information**

Please contact Mrs H Gill, PA to the Headteacher.

<b>Date Policy Written</b>	<b>Date For Next Review</b>	<b>Date Review Completed</b>
October 2016	October 2017	
<b>Author</b>	<b>Person Responsible For Next Review</b>	<b>Governors' Ratification Date (If Applicable)</b>
Chair of Governors/ Head of School	Chair of Governors/ Head of School	19 January 2017



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### **ADMISSIONS POLICY**

#### **STANDARD DEFINITIONS**

##### **Admissions: Application for the Normal Intake Year**

Arrangements for applications for places in Year 7 will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply on-line at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. The Lincolnshire County Council's timetable published online for these applications will be used and the relevant local authority will make the offers of places on their behalf as required by the School Admissions Code.

##### **Admissions: Outside the Normal Age Group**

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Headteacher.

##### **Appeals**

All schools have an independent appeal system if you are refused entry. These are entirely separate from the admission system. All schools will hold appeals in accordance with legislation and the School Admission Appeals Code. The decision of the independent appeal panel is binding on all parties.

You can only appeal for a school once in a school year unless there is a major change in circumstances.

##### **Children in Public Care**

Looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

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 functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see Section 12 Adoption Orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 Adoption Orders).



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Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Designated Transport Area**

The County Council's policy on home to school transport gives the rules about who can claim free home to school transport. Parents applying for a secondary school place are told of these schools in their application packs or in the school selection section for an online application.

### **Education Health Care Plans**

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

### **Fair Access Protocols**

Local authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. For admission to this school the child must meet the required admission standard.

### **Fraudulent or Misleading Applications**

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

### **Grammar Schools**

Details about the selection tests can be obtained from individual Grammar Schools. Passing the test is not an application as you still need to fill in the application form or apply by telephone or on-line through Lincolnshire County Council. It may be that not everyone can be admitted as there are more qualified applicants than there are places at the school.

If you feel your child has special circumstances that need to be taken into account when your child sits the entrance exam, you should discuss this with the Grammar School.

### **Home Address**

This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

Where your child lives normally during the school week with more than one parent at different addresses, we will take as the home address, the address where your child spends the majority of time. If you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address you would like us to use on your application.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.



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### **Measurement of Distance**

Straight line distance as calculated electronically to three figures after the decimal point (e.g. 1.543 miles) by the Lincolnshire County Council school admissions team from the post office address point of the home to the post office address point of the school.

### **Parental Preference**

No school can take account of your order of preference. This information is held by the School Admissions Team at Lincolnshire County Council and is used to identify the place to be offered when more than one school can make an offer of a place. If this happens Lincolnshire County Council offer the highest preference they can.

### **Pupil Premium**

The school will write to the parents/guardians of all children who have reached the qualifying standard in the 11+ tests, asking them to inform the school if their child has been in receipt of Free School Meals within the previous six years. We will also ask for permission to carry out the necessary work to verify this.

### **Reserve Lists**

For admission into the intake year the Governors will keep a waiting list which we call a Reserve List.

In this school we will only add to the Reserve List children who have achieved the required standard in the selection tests.

If we have to refuse a place at our school a qualified child is automatically put on the Reserve List, unless a higher preference school has offered a place.

This list is in the order of the oversubscription criteria, as required by the school admissions code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The Governors must not take account of the time you have been on the list.

For the intake year the list is kept by the Schools Admission Team until the end of August. After this the school admissions code requires that schools keep the Reserve List until the end of the autumn term.

Kesteven & Sleaford High School hold a Reserve List for any year group that is over-subscribed. Names remain on the Reserve List until either a place is offered or the parents/guardians of the pupil withdraw their child from this list.

### **Siblings (Brothers and Sisters)**

A full brother or full sister, whether or not living in the same household. Another child normally living for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or Section 576 of the Education Act 1996.

In the case of twins or siblings in the same cohort and where there is only one place available in the school, both will be considered together.

### **Sixth Form Admissions**

All children in Year 11 can progress into the school's Sixth Form provided they meet the entry requirements and the school can offer the combination of subjects. The admission number for Sixth Form indicates the number of new students the school can admit from other schools, not those that are transferring from the school's Year 11.