



Admissions Policy 2017 Entry

Arrangements for admission to 11-16 Provision

The admission arrangements for Mascalls Academy for the academic year 2016-17 and, subject to any changes approved or required by the Secretary of State for subsequent years are:-

Please note that within these criteria the term parent is used to refer to parents or legal guardians.

- 1 Students will be admitted to the school without reference to aptitude or ability.
- 2 The Governing Body is responsible for admissions and intends to admit up to **240** students annually into Year 7.
- 3 Before the application of the oversubscription criteria, children with a statement of special educational need which names Mascalls Academy will be admitted. As a result of this the published admission number will be reduced accordingly.

Process of Application

Applications for places at the Academy will be made in accordance with Kent County Council's co-ordinated admission arrangements and will be made on the Secondary Common Application Form (SCAF) provided and administered by the Kent County Council. Mascalls Academy will use the following timetable for applications each year (exact dates within the months may vary year on year) which, whenever possible, will fit in with the common timetable agreed by Kent County Council or its Admissions Forum.

- A By September Mascalls Academy will publish via its website information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. The Academy will also provide information to the Local Authority for inclusion in the composite prospectus, as required;
- B June/September/October – Mascalls Academy will provide opportunities for parents to visit the Academy.
- C By October/November – SCAF to be completed and returned to the Local Authority to administer;
- D the Local Authority sends application to the Academy;
- E the Academy sends list of students to be offered places to Local Authority;
- F the Local Authority applies agreed scheme for own schools, informing other Local Authorities of offers to be made by their residents;
- G Beginning of March offers made to parents.

ADMISSIONS ARRANGEMENTS FOR ENTRY IN 2017 FOR MASCALLS ACADEMY

Please note that within these criteria the term parent is used to refer to parents or legal guardians.

1. Arrangements for admission to 11-16 Provision

The admission arrangements for Mascalls Academy for the academic year 2016 - 2017 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

- a. Mascalls Academy has an agreed admission number of 240 students. The Academy will accordingly admit up to 240 students in the relevant age group each year if sufficient applications are received.
- b. Mascalls Academy may set a higher admission number as its Published Admission Number for any specific year. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

2. Process of application

Applications for places at the Academy will be made in accordance with Kent County Council's co-ordinated admission arrangements and will be made on the Secondary Common Application Form (SCAF) provided and administered by the Kent County Council. Mascalls Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year), which, whenever possible, will fit in with the common timetable agreed by Kent County Council or its Admissions Forum.

3. Consideration of applications

Mascalls Academy will consider all applications for places. Where fewer than the published admission number of 240 for the relevant year groups are received, Mascalls Academy will offer places to all those who have applied.

Applications for Children to be Taught Outside their Expected Year Group

Requests for admission outside of the normal age group should be made to the Principal as early as possible in the admissions round associated with the child's date of birth. This allows the Academy and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request, however where provided it must be specific to the child in question and may include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the Academy's ability to agree to a request for admission outside of the normal age group. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. Deferred applications must be made via paper SCAF to the Local Authority, with written confirmation from the Academy Principal attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with the Academy's oversubscription criteria.

Oversubscription Criteria

Where the number of applications for admission of 240 is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Education, Health and Care Plans (ECHPs) where the Mascalls Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

As a result of admissions for students with Education, Health and Care Plans (ECHPs), the published admissions number will be reduced accordingly.

Where applications for admission exceed the number of places available, the oversubscription criteria will be applied in the following priority order:

- 1 Children in Local Authority Care** – 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 VI 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).
- 2 Students who will have a brother or sister at the Academy on the date of entry.** In this context, brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers and sisters and foster brothers and sisters.
- 3 Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the academy'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 or social needs mean that they have a demonstrable and significant need to attend the academy. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner, at the point of application, who can demonstrate a special connection between these needs and the school.
- 4 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 Academy as specified by Ordnance Survey. The same address point on the school site is used for everybody. The Academy uses measurements provided by the Local Authority.

Nb. A student's home address is considered to be a residential property that is the child's only or main permanent residence and not an address at which your child might stay sometimes 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 guardians 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.

Tiebreaker

In the unlikely event that two or more children living the same distance away from the Academy and in all other ways have equal eligibility for the last available place at the Academy, the names will be issued a number and drawn randomly to decide which child should be given a place.

General Information

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

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

The school uses an Independent Appeals panel to consider appeals against non-admission. Details of the arrangements and appeals will be published each year. Parents have a right to appeal against refusal of a place in accordance with the School Admissions Appeals Code.

Requests for admission outside of the normal age group should be made to the Headteacher.

Late or Casual In Year Admissions to Years 7 – 11

The PAN for Years 7 to 11 is 240. Applications for places can be made directly to the Admissions Officer at the Academy.

In the event that places are not available, applicants will be placed on a waiting list held by the Academy for any year in which there is oversubscription. When places become available they will be allocated according to the oversubscription criteria set out above.

Entry to Year 12

Mascalls Academy will publish specific criteria in relation to minimum entrance requirements for the Sixth Form and for the range of courses available based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and external transfers. The academic entry criteria will be published in the autumn immediately preceding the year of admissions (that is Autumn 2016) for September 2017 admissions. The criteria will be included within the Academy's prospectus and details of these are also available on our website www.mascallsacademy.org.uk

Priority will be given to existing pupils transferring from Year 11 at Mascalls Academy. The PAN for external candidates will be 25 but this figure may be exceeded in the event that this and the number of internal pupils transferring into Year 12 from Year 11 is less than the overall figure for the year group which is 200.

Oversubscription policy for Year 12 will be the same as for all applicants as stated above.