

POLICY

Admissions

Date of approval by governing body:	Spring 2016
Review date:	Spring 2017
Policy Owner:	Assistant Headteacher: Student Welfare

The King's has a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student learns with truth and love, we ensure that we support each student through the promotion of the Christian values of justice, grace, trust, thankfulness, aspiration and celebration (as identified, by students, staff and governors). This mission and these values underpin this policy and its related practices.

Introduction

The King's CE (A) School welcomes children from all backgrounds, faiths and no faith and is committed to developing an inclusive school that reflects the diversity of whole community in Kidsgrove and the surrounding area.

The Governing Body is responsible for the admission of students to The King's and admits up to 150 students to Year Seven each September.

Out of the 150 places, the Governing Body intends to allocate up to 25 "Foundation Places" (for practising Christians) and at least 125 "Open Places" for the whole community.

Children with a Statement of Educational Need that names The King's will have absolute priority in admissions for both Foundation and Open Places in Year 7 and for admission to Year 12.

Parents/carers must submit a separate application for each child, including multiple-birth applications. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the School will exceed its admission number so that same family twins, triplets etc. do not have to attend separate schools.

For the purposes of this Admissions Policy, the home address of the child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and either owned by the child's parent(s) or guardian or leased to or rented by the child's parent(s) or guardian under lease or written rental agreement of not less than six months' duration.

Foundation Places

The Governing Body has designated up to 25 places to be offered to students whose families are faithful and regular worshippers (see Note 1) in a Church of England Parish Church or other place of worship or in another Christian Church affiliated to Churches Together in Britain and Ireland (CTBI) and/or the Evangelical Alliance. Written evidence of applicants' commitment to their place of worship (in the form of the The King's Supplementary Information Form) will be required at the time of application. If there are more than 25 applicants for Foundation places, the places will be allocated according to the following criteria. These are stated in order of priority:

1. Looked after children (including previously looked after children) whose families are faithful and regular worshippers;
2. Children with known medical or social or pastoral needs who have an exceptional need for a place at The King's (see Note 2), and whose families are faithful and regular worshippers;
3. Children whose families are faithful and regular worshippers in a Church of England Parish Church or other Anglican place of worship Children whose families are faithful and regular worshippers in another accredited Christian Church (e.g. Baptist; Methodist; Roman Catholic; Orthodox; United Reformed Church, Salvation Army; or in another Christian Church affiliated to Churches Together in Britain and Ireland and/or the Evangelical Alliance);

4. Children who have a sibling in the school at the time of application and at the time of admission (see Note 3), and whose families are faithful and regular worshippers.

In the event that two or more applicants have equal right to a place under criteria (ii) – (iv) above, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants:

Tie Break

If two or more applicants still have equal right to a place under these criteria, then the Governing Body will use as a tie-break the distance from the home address to the School, measured in a straight line from the centre point of the home address to the centre point of the School (see Note 4).

Unfilled Foundation Places

If there are fewer than 25 qualified applicants for Foundation places, any unfilled places will become additional Open places. All applicants for Foundation places will also be considered for Open places, and if they are successful in gaining a Foundation place, their name will be removed from the list of Open candidates.

Open Places

The Governing Body has designated at least 125 places each year as Open places, to be offered to students who do not qualify for a Foundation place, but whose parents have chosen The King's CE (A) School. If there are more applicants than the available number of Open places, places will be allocated according to the following criteria. These are stated in order of priority:

1. Looked after children (including previously looked after children);
2. Children with known medical or social or pastoral needs who have an exceptional need for a place at The King's (see Note 2);
3. Children who will have a sibling in the School at the time of application and at the time of admission (see Note 3);
4. Children who have attended one of the following primary schools:
 - a. St. Thomas' CE (A) school
 - b. St. Saviour's CE (C) school
 - c. Springhead Community Primary School
 - d. Reginald Mitchell Primary School
5. All other children.

Tie-Break

In the event that two or more applicants have equal right to a place under criteria (i)-(v) above, the Governing Body will use as a tie-break the distance from the home address to the School, measured in a straight line from the centre point of the home address to the centre point of the school (see Note 4).

Applications into Year 12

All students need to apply and must meet the entry requirements stated below. The number of students to be admitted from outside the School to Year 12 is 30 for entry into Advanced level and other Level 3 courses; 15 for entry into level 2 courses. All places in Years 12 and 13 are deemed to be Open Places.

Entry Requirements into Year 12 are as follows:

- For Advanced level and Level 3 Courses: five GCSEs or equivalent at grade C or above and at least grade C or equivalent in the course that the student wishes to follow unless they wish to do Maths or any Science in which case Grade B is required.
- For Level 2 courses: five GCSEs or equivalent at grades D - G.

In the event that there are more than 50 applications from outside the School to Year 12, after the admission of students with a Statement of Educational Need that names The King's, places will be prioritized on the following basis:

- (i) looked after children (including previously looked after children);
- (ii) children with known medical or social or pastoral needs who have an exceptional need for a place at The King's (see Note 2);
- (iii) children who will have a sibling in the school at the time of application and at the time of admission (see Note 3);
- (iv) all other children.

Tie-Break

In the event that two or more applicants have equal right to a place under criteria (ii)-(v) above, the Governing Body will use as a tie-break the nearness of the home to the school, measured in a straight line from the front door of the home to the centre point of the school (see Note 4).

Casual Admissions/In Year Applications

The School will consider all such applications and if the year group applied for has a place available admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is refused are entitled to appeal in writing addressed to the Clerk to the Governing Body c/o The King's CE (A) School, First Avenue, Kidsgrove, Stoke-on-Trent, ST7 1DP. Appeal forms are available, upon request, from the Bursar at the above address. Appeals should detail clearly the reason for the appeal and enclose any documents or evidence to support the appeal. Families will be notified of the decision within 30 school days of the appeal being lodged. Applications may be refused if any information provided is found to be fraudulent or misleading.

Further information may be obtained from:

The Admissions Officer, The King's CE (A) School, First Avenue, Kidsgrove, Stoke-on-Trent

NOTES

Applications on faith grounds

"Faithful and regular worshipper" is defined as worshipping at least twice a month for two years prior to application.

Parents applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from The School Admissions Officer, The King's CE (A) School, First Avenue, Kidsgrove, ST7 1DP. Tel: 01782 783281, Email: enquiries@thekings.staffs.sch.uk or from the Local Authority and return this form direct to the School Admissions Officer, signed by an appropriate faith leader.

In the context of faith-based applications, "family" includes parents (or carers) and siblings. It does not include grandparents or other members of the extended family.

Medical or social or pastoral needs

Any application based on medical or social or pastoral needs must be supported by (an) appropriate professional reference(s) submitted in writing, e.g. doctor, social worker, educational psychologist, priest or faith leader. Applicants should be able to demonstrate why The King's is the most suitable school and the difficulties that would be caused if the child had to attend another school.

Siblings

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Distance

Distance will be measured in a straight line from the centre point of the School to the centre point of the home address using the Local Authority's computerised measuring system.

Waiting Lists

Waiting lists will be held where in any year the School receives more applications for places than there are places available. Waiting lists will be held for each of the two admission categories (Foundation and Open places). Waiting lists for Year 7 will be maintained by the local authority until 31 August 2016. From 1 September 2016 the waiting list will be maintained by the school and will operate until 31 December in the year of admission. 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 set out above. Priority will be given first to Foundation place applicants and then to Open place applicants. Waiting lists are held in admission criteria order.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should write to the Clerk to the Appeal panel c/o The King's CE (A) School, by the deadline date as stated in the offer letter. The appeal will be heard within 40 school days of the deadline for lodging appeals. Should an appeal be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

General

Admissions to the School will be co-ordinated through the Local Authority's Coordinated Scheme and its timetable. Applicants for Foundation places will be required to complete the The King's Supplementary Application Form.

This Policy will be reviewed on a regular basis in line with the timetable in the School admissions annex, the School Admissions Code and statutory requirements.

APPENDIX A - DESIGNATED FEEDER SCHOOLS

St. Thomas' CE (A) Primary School

St. Saviour's CE (C) Primary School

SUPPLEMENTARY INFORMATION FORM

Application for a place on faith grounds

1 Full Name of Child Date of Birth (ddmmyy)

2 Address

Postcode:

3 Name and Address of Church/Place of Worship attended

4 Denomination (please tick)

Church of England	<input type="checkbox"/>
Baptist	<input type="checkbox"/>
Methodist	<input type="checkbox"/>
Orthodox	<input type="checkbox"/>
Roman Catholic	<input type="checkbox"/>

Society of Friends (Quaker)	<input type="checkbox"/>
Salvation Army	<input type="checkbox"/>
United Reformed Church	<input type="checkbox"/>
Other Christian	<input type="checkbox"/>

If you have marked "Other Christian" above, please specify:-

5 How long have you/the child worshipped here?

Parent(s) / Guardian(s):

Child:

Years & Months

Years & Months

6 How many times per month (including weekday services) do you/the child worship?

Parent(s)/Guardian(s):

Child:

x per month

x per month

7 If you have moved within the last two years, give details of previous place of worship and length/frequency of attendance.

8 Does your child currently attend a designated "Feeder" Primary School (see Appendix A of the School Admissions Policy).

Yes
No

If Yes, please state name of the Primary School Attended:-

9 Name of Minister/Faith Leader of your current place of worship & Contact details

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10 Declaration by Parent/Guardian

I certify that these details are, to the best of my knowledge, correct.

Signed:

(Parent/Guardian)

Date:

NAME OF PERSON SIGNING (Please print in BLOCK CAPITALS)

11 Declaration by Faith Leader

I certify that the information in Sections 3-6 is, to the best of my knowledge, correct.

Signed:

Official Stamp:

(Minister/Faith Leader)

Date

THIS FORM MUST BE SIGNED BY YOUR FAITH LEADER AND RETURNED DIRECT TO THE SCHOOL AT THE ADDRESS SHOWN BELOW BY (DATE) AT THE LATEST

PLEASE RETURN TO:

The Admissions Officer
The King's CE (A) School
First Avenue
Kidsgrove
ST7 1DP