



The Kings of Wessex Academy

— Getting the best out of everyone —

2016/17 Admissions Policy

An Outstanding Church of England Academy

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The Kings of Wessex Academy Trust Ltd Registered in England Company No. 7348580

The Kings of Wessex Academy

2016/17 Admissions Policy

The Kings of Wessex Academy is the admissions authority.

The Published Admission Number for Year 9 and the admission limit for all other year groups is **304**.

The Academy was established to serve all within its community, those of all faiths and of none, and strives to offer a high quality education underpinned by a distinctively Christian ethos.

All applications for admission and any supplementary information forms will be considered under the Equal Preference with Ranking System of allocation and the admissions/oversubscription criteria will be applied to all applications in the following order of priority.

The deadline for Year 9 applications is **31 October 2015** and outcomes will be sent by the Local Authority on **1 March 2016** by post or e-mail.

Children with a statement of SEN naming the Academy will be automatically admitted before other allocations are made.

Order of Priority

1. Looked After Children - Children who are in the care of a Local Authority or have been previously and are now formally adopted.
2. Children without a statement of Special Educational Needs identified with a sensory, physical or medical disability (High Level Needs Pupils) where a multi-agency professional team has identified the Academy as the nearest accessible school
3. Children living in the Academy catchment area with an older sibling at the Academy at the time of admission and who live at the same address. *(The admission number will be exceeded at the point of allocation, if necessary in order to admit all multiple birth children where they would otherwise be separated i.e. siblings defined as full or half brothers and sisters, adopted brothers or sisters and non-blood-related children who live within the same household).*
4. Children who are practising members of the Church of England and who live within the Academy catchment area *(written confirmation is required from the family priest, Minister, or other religious leader confirming the families' religious affiliation or commitment to the Church of England faith and demonstrating regular attendance).*
5. Children living in the Academy catchment area
6. Children of staff employed by the Academy.
7. Children living outside the Academy catchment area and registered at Fairlands Middle School or Hugh Sexey Middle School at the time of the application closing date.
8. Children living outside the Academy catchment area, with an older sibling at the Academy at the time of admission and who live at the same address. *(The admission number will be exceeded at the point of allocation, if necessary in order to admit all multiple birth children where they would otherwise be separated i.e. siblings defined as full or half brothers or sisters, adopted brothers or sisters and non blood-related children who live within the same household).*
9. Children of families who are practising members of the Church of England and who live outside the Academy catchment area *(written confirmation is required from the family priest, Minister or other religious leader confirming the families' religious affiliation or commitment to the Church of England faith and demonstrating regular attendance).*

10. Children living outside the catchment area but nearest to the Academy based on the measurement using the Local Authority Geographical Information Service (LA GIS) mapping system.

Admission Arrangements for Sixth Form (Year 12)

The Kings of Wessex Academy has a published Admission Number of 10 that will apply for new intake students only. Places will normally only be offered until this number is reached, where after further preferences will be refused. This does not include students already on roll at the Academy who will automatically gain a sixth form place if the entry requirements are met.

The over-subscription criteria for external applicants is as follows;

1. First priority will be given to those students meeting the minimum entry and required subject grades of five GCSE's at Grade C and above (including English and maths) who are Looked After Children – Children who are in the care of a Local authority or have previously and are now formally adopted.
2. Second priority will be given to those students meeting the minimum entry and required subject grades of five GCSE's at Grade C and above.(including English and Maths).
3. In the event of over-subscription for any particular course after priority one and two have been applied, the second stage would be to prioritise eligible students for the places available based upon a straight line distance from home to the Academy measured using the Local Authority Geographical Information Service (LA GIS) mapping system.
4. In the event that Admissions Number is reached in criterion 1 and 2 priority will be given to those living nearest the Academy (straight line measurement).

In Year Admissions

Applications for a place during the academic year must be made directly to Jude Owens, Heads PA whose contact number is 01934 745348.

Notes:

Siblings:

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

Parent or Parent/Carer:

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

Home Address:

The home address is important as the Academy places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Academy reserves the right to seek further documentary evidence to support your claim to residence.

Please note that the Academy is unable to allocate a place to anyone moving into the country from abroad prior to their arrival in the county. We would then require proof of residency as stated above. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats).

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for an academy place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

You **must** notify The Academy of any change of address during the admissions procedure.

Children from Overseas:

The Governing Body will only allocate a place to anyone moving into the country from abroad if they have documentary evidence of a home address and copies of the passport and/or visa if required. The only exception are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

Issues relating to Shared Residency Arrangements:

Legislation and guidance states that only one offer per child is made by the Academy. Therefore, where separated parents issue separate applications for their child the Academy can only offer one place. In this situation the Governing Body requires parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Governing Body will not become involved in private disputes. The Governing Body does recognize that there may be situations where parents cannot ultimately reach an agreement between themselves and it is therefore necessary for the Governing Body to take a decision. Where this is the case the Governing Body will try to establish where the child spends the majority of their time and prioritise the application made by the parent living at this address

Each parent will be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit and/or the name of the GP surgery at which the child is registered. When the Governing Body has received all the necessary information from both parents a decision will be reached based on the evidence provided.

Distance Measurements:

For the purpose of measuring home to the Academy distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the Academy using the Local Authority's Geographical Information Service (LA GIS) mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

Practising:

"Practising" is defined as at least once a month or a consecutive period of no less than six months prior to application, attendance at church by at least one parent and/or child (where necessary this may be confirmed with a member of the clergy).

Appeals:

Applicants whose academy place application is turned down have the legal right to appeal to the Academy against the decision to refuse admission. Details concerning how to appeal are explained in the decision letter sent out by email or post on the published dates

Withdrawal of Places:

The Academy will consider withdrawing the offer of a place at the Academy if:

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/care has not responded to the offer of a place within 28 days and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

Retained or Accelerated Entry:

The Academy will consider applications for retained or accelerated entry (a year group other than the child's chronological age) to the academy on a case by case basis. The reasons for the request must be fully explained on a Supplementary Information Form, to be submitted at the same time as the application. Without full supporting information, the request cannot be considered.

The Academy's decision is final.

Equal Preference with Ranking Allocation Method:

This approach requires the Academy to rank all applications against the published admissions criteria for The Kings of Wessex Academy and where over subscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be allocated.

Tie-Breaker:

If there are not enough places to satisfy all the applications under any one criterion, the following will apply:

- For all children whose home is in the catchment area: priority will be given to those who have a longer (straight line measurement) journey, to an alternative school.
- For children whose home is outside the catchment area: priority will be given to those living nearest the school (straight line measurement).

Waiting List:

Where an application for an academy place is unsuccessful, the application will be kept on a waiting (refusal) list in order of over-subscription criteria until the end of the term to which the application refers. Should a place become available, it will be offered to the highest ranked application on the list at that time.

Supplementary Information Form (SIF):

In order for applications to be considered against criterion 4 and 9, applicants will need to use the attached SIF to demonstrate their ability to meet the criterion. The SIF will need to be completed and signed by a member of the clergy and submitted along with the academy place application.

A map of the academy catchment area is available only on request

Church of England Voluntary Aided and Foundation Schools in the Diocese of Bath & Wells

School Admission Supplementary Information Forms

Notes for those applying for places at Church of England Voluntary Aided or Foundation Schools

If you wish for your application to be considered under any criteria relating to church attendance, you must ensure the following:

1. That the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden).
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school for which you are applying.
3. That the completed form, signed by both you and the clergy, reaches your home Local Authority by the closing date for applications. This is **15 January 2015** for first admission or **31 October 2014** for secondary transfer.
4. That a separate supplementary form be submitted for each church school for which you are applying as each is likely to have differing admissions criteria.
5. If you have recently, or are about to move to a different area, that you ensure that the appropriate church representative of the church where you have been regularly worshipping signs the supplementary information form for your application. **Please ensure that they have seen the admissions requirements for the school/s for which you are applying and are satisfied that you meet the necessary criterion/criteria.**

Please Note:

- Failure to send the correctly completed supplementary information form to your home Local Authority by the closing date will mean that your application cannot be considered under any church attendance criterion.
- The need to obtain the signature from a previous member of clergy/church after moving house cannot be considered as a reason for a late application to be accepted.

The Kings of Wessex Academy

SUPPLEMENTARY INFORMATION FORM
PART A
Admission in 2016

To be completed by the parent/guardian

The Kings of Wessex Academy has responsibility for setting the admission arrangements.

If there are more applications than there are places, the Academy will prioritise applications where evidence can be provided that one of criteria 4 or 9 has been met. If you wish your child to be considered under the religious grounds of criteria 4 or 9, please complete this form and return it to the Local Authority closing date of **31 October 2015**. If you do **not** wish your child to be considered under the above criteria, this form is **not** necessary (but see below about a Local Authority Common Application Form).

For the purposes of assessing eligibility to education transport on faith grounds, information on this form may be used to confirm that your application for a place at the school was on religious grounds.

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official. It is the responsibility of the parent/carer to return the SIF to the LA by the closing date. Only where both parts are returned by the closing date of **31 October 2015** can this information be considered as on time by the governing body and your application prioritised accordingly. Failure to return this form will result in any application being considered under the “non church” criteria.

You must, in all instances, complete a Local Authority Common Application Form and return that to the Local Authority by 31 October 2015 for it to be considered as on time. It is entirely the responsibility of the applicant to ensure that any Supplementary Information Form is returned on time to the home Local Authority.

Name of child:

Surname First names

Date of birth Boy Girl

Name of parent/guardian

Address

.....
.....

Post code

Home Telephone Contact number

If you are applying to this Academy on faith grounds, please complete the following sections:

Place of worship where one of parents / guardians / child regularly attends:

Name of place of worship

Address

.....

Name of vicar / priest / minister / faith leader / church officer:

.....

Address

.....

.....

Post code Telephone

Please place a tick in the box which describes your circumstances criterion 4 <input type="checkbox"/> criterion 9 <input type="checkbox"/>	Children who are practicing members of the Church of England and who live within the Academy catchment area Children of families who are practicing members of the Church of England and who live outside the Academy catchment area
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Please take or send this form to your vicar, priest, minister, faith leader or church officer so that they can complete Part B by way of verification of the information you have provided.

The Kings of Wessex Academy

**SUPPLEMENTARY INFORMATION FORM
PART B
Admission in 2016**

To be completed by vicar / priest / minister / faith leader / church officer

The parent/carer whose details appear in Part A of this form has given your name as a reference for his/her commitment to your church/place of worship. We ask that you confirm your knowledge of this child or family in relation to the faith criteria below.

Please place a tick in the box which describes the child's circumstances	
Criterion 4 <input type="checkbox"/>	Children who are practicing members of the Church of England and who live within the Academy catchment area
Criterion 9 <input type="checkbox"/>	Children of families who are practicing members of the Church of England and who live outside the Academy catchment area

Signed

Name **Date**

Position

Church/place of worship

It is entirely the responsibility of the applicant to ensure that this form is returned to the home Local Authority by the submission date below:

Please return this form to your home Local Authority by **31 October 2015**.

Thank you for your assistance in completing this Supplementary Information Form.

NB: If a family is refused a place at the Academy and appeals against the Governors' decision, this form may be used as evidence at the appeal.

March 2015