



**Consultation period is December 1<sup>st</sup> 2014 to January 31<sup>st</sup> 2015**

**Responses should be made in writing to: The Chair, Admissions Committee, The Kimberley School, Newdigate Street, Kimberley, Nottingham, NG16 2NJ**

## **ADMISSION ARRANGEMENTS 2016/2017**

The Kimberley School is a specialist school in Technology and an 11-18 mixed school. The Kimberley School has strong links within the Kimberley Family of Schools with whom we collaborate at all levels. Our admissions policy reflects commitment to this collaboration. The schools referred to in this document as the Kimberley Family of Schools are Awworth Primary, Gilthill Primary, Hollywell Primary, Horsendale Primary, Kimberley Primary, Larkfields Junior and Mornington Primary.

We are an inclusive school and welcome all applications and we will endeavour to provide places for children who do not attend the Kimberley Family of Schools provided they can be accommodated within the admission limits.

Pupils will be admitted at the age of 11+ without reference to ability or aptitude.

The proposed published admission number for Year 7 in September 2016 is 240.

As required by the regulations of 2005, children for whom The Kimberley School is the named school in a special educational needs statement or educational health care plan will be automatically offered a place at the school. The Governing Body of the school cannot guarantee a place at the school for any other category of application.

If the school is oversubscribed, the following criteria will be used to determine the allocation of places:

1. Children in public care who are 'looked after' at the time an application for admission is made or who the local authority can confirm has been looked after but has ceased to be so because they are adopted, or became subject to a residence order, child arrangements order or special guardianship order, immediately following having been looked after.
2. Children who attend the Kimberley Family of Schools who were on the roll at the time of application and who were still on roll on the closing date for applications. Within this category first priority will be given to those who will have a brother or sister attending The Kimberley School at the time of application.
3. Children not attending the Kimberley Family of Schools who will have a brother or sister attending The Kimberley School at the time of application.
4. Remaining places will be allocated on proximity to the school measured 'as the crow flies' from the entrance to the child's home to the principal entrance of the main administrative building of the school.
5. In the event of over subscription in any of the categories, proximity to the school measured 'as the crow files' from the entrance of the child's home to the principal entrance of the main administrative building of the school will be used as the determining factor.

**NB :** Applicants with exceptional medical or special educational needs

Applicants who can establish exceptional medical or special educational needs (i.e. a learning or behavioural difficulty which calls for special educational provision) relating to the child. Supporting written evidence from a doctor and/or other relevant professional agencies must be provided at the time of application. This should be accompanied by full supporting evidence setting out the particular reasons why it is considered that The Kimberley School is the most suitable school and outlining the difficulties that would be caused if the child had to attend another school. The Governing Body will seek to assess the evidence presented objectively and may seek any independent specialist advice deemed necessary.

Each case will be considered on its merits and the Governors will seek to ensure that where there is prior need for potential support or for reasonable adjustment to be made in admitting a child with special educational needs or disabilities, these needs will be addressed as quickly as is practical so that the child can be placed quickly.

### Sixth Form Admissions

Admissions into the Sixth Form will be allocated to those who have applied, having regard to the following factors, which are set out in order of priority:

1. Children in care will be given the highest priority in our oversubscription criteria for entry to the sixth form;
2. Pupils transferring from within The Kimberley School who meet the school's minimum entry requirements are guaranteed a place irrespective of numbers.
3. Pupils transferring from other schools who meet the school's minimum entry requirements [up to a total maximum number of students in Year 12 and Year 13 of 300]. (At least 20 places will be available for pupils transferring from other schools.)
4. Courses are offered subject to viability at the time of curriculum planning.

In the event of there being more applicants than places available in 3 above, the deciding factors will be, in order of priority:

- (i) Whether there is a brother or sister on The Kimberley School roll at the time of entry to the Sixth Form;
- (ii) Pupils who live nearest to the school 'as the crow flies' with distances measured from the entrance to the pupil's home to the principal entrance of the main administrative building of the school.

### Waiting List

In the event of over subscription, the school will operate a waiting list. A child's place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. The Governors of the school in partnership with the Local Authority will administer the waiting list for the duration of the co-ordinated admissions scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the Governors of the School.

In the event of the school being over-subscribed the school will maintain a waiting list until the end of the Autumn Term in the admission year. Children on this waiting list will be ranked in the same order as the published over-subscription criteria.

### Late and Mid-Term Applications

Late applications are those received after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date in late December specified in Nottingham County Council co-ordinated scheme. They will be considered on time if the applicant can evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma.

The school must coordinate all in year applications for parents/carers that apply to the school. This does not affect the rights and duties of the governing body to set and apply their own admission arrangements and oversubscription criteria. The school will communicate the decision of the governing body to the parent/carer and notify the local authority of the decision to either offer or refuse a place. Parents will be required to confirm their acceptance of a place to the School within 14 days. All applications received in mid-term will be dealt with in accordance with the above criteria.

In the event of a place being available in the appropriate year group then that will be offered by Governors but communicated to parents by the school. If no places are available, the child's name will be added to the waiting list and will be subject of movement up or down the waiting list as described above; parents will be offered the right of appeal. The waiting list will be kept open until the end of the academic year.

Where mid-term applicants are received from children for whom The Kimberley School is the named school in a statement of special educational needs or from children 'looked after' by the Local Authority, the school will admit regardless of whether or not a place is available in that year group.

Children of nomadic travellers will be allocated a place at the school if residing permanently or temporarily in the catchment area of the Family of Schools.

#### Withdrawing an Offer of a Place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would indicate fraudulent application, intentionally misleading applications, a false claim to residence leading to entry to one of the schools in the Family of Schools. Under the co-ordinated scheme, parents must confirm their acceptance of the place offered within 14 days. When a place is withdrawn, parents have the right of appeal.

#### Admission of children outside the normal age group

Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. This also applies to parents of summer born children (1 April to 31 August). When applying for a place parents need to make it clear that they are seeking a place outside of the child's normal age group and they should clearly state why. Parents should supply any relevant supporting information such as the child's academic, social and emotional development, the child's medical history and the views of a medical professional, and whether the child has previously been educated out of their normal age group. You will be informed in writing of the governors' decision with clear reasons for this decision. Parents have a right to appeal if their request is refused by not if a place is offered at the school but it is not the parents preferred age group.

#### Appeals

Parents have the right to an independent appeals panel if they are not happy with the outcome of their application. Any appeal **must** be made to the Clerk to the Admissions Appeal Panel, The Kimberley School, within 20 school days from the date of the refusal letter. Parents will receive notice of the date of appeal at least 10 days in advance of the hearing. Appeals lodged within the timeframe will be heard within 30 school days. **Any appeals received after the deadline will be heard by the 1<sup>st</sup> July.** Late applications can be made any time up to the end of August. Appeals for late applications will be heard within 20 school days.

Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances.

### Fair Access Protocol

The school recognises its responsibility to fulfil its statutory duties under the admissions code and will participate in the local area protocol.

## **Notes and Definition of Terms**

### Residence

This is defined as the child's ordinary place of residence, which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of residence and other evidence from the court regarding parental responsibilities in these matters may be required.

### Brother and Sister

The Governors define brother and sister as being those children who share at least one biological parent. This includes half-brother or half-sister or legally adopted child living at the same address as the child.

### Parent

Section 576 of the Education Act 1996 defines 'parent' to include: all natural parents, whether they are married or not; and any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

### UK Service Personnel and Other Crown Servants

Applications from families of UK Service Personnel and other Crown Servants will be processed in line with the Governors admissions criteria. The Governors will accept an official MOD, FOC or GCHQ letter declaring a relocation date as proof of residence within the catchment area of the Family of Schools and the child or children will be offered a place if places are available or placed on the waiting list and be subject to move up and down the list as described above.

### Measuring Distance 'As the Crow Flies'

The Governors of the school will use distance from school as measured by the Local Authority through the co-ordinated admission scheme.

In the event of a tie-break situation lots will be drawn by a representative of the school in accordance with a procedure agreed by the governors.

### Standard year applications

All applications for places in the normal year of entry are made on the common application form. For entrance to the school in September 2016, the closing date of the co-ordinated admission scheme is 31<sup>st</sup> October preceding admission to secondary school. Places are allocated on 1<sup>st</sup> March. A copy of the co-ordinated admission scheme is available from Nottinghamshire County Council. No additional form is required.

### Family of schools

The following schools constitute The Kimberley Family of Schools

Awsorth Primary

Gilthill Primary

Hollywell Primary

Horsendale Primary

Kimberley Primary

Larkfields Junior

Larkfields Infant

Mornington Primary

### Looked after children

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 in accordance with section 22(1) of the Children Act 1989 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 subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

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).

*Proposed Admissions Criteria for The Kimberley School 2016-17*