



# Kirkby College Admission Arrangements 2023/2024

## Admission Authority: Kirkby College Trust

The published admission number for Year 7 in September 2023 is 150

### YEAR 7 ADMISSIONS

Applications for Year 7, including late applications, will be processed in line with Nottinghamshire County Council's published co-ordinated scheme. Parents/carers are required to apply on a common application form from their 'home' local authority by the 31<sup>st</sup> October 2022. Offers will be made on National Offer Day on the 1<sup>st</sup> March 2023, or the next working day.

In the event of oversubscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs or education health and care plan which names the academy.

- 1 Children looked after by a local authority or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order
- 2 Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the academy
- 3 Other children who live in the catchment area
- 4 Children who live outside the catchment area but who are attending a linked primary phase school (Morven Park, Annesley, Newstead, Abbey Hill or Kingsway Primary schools) on the closing date for applications preceding admission to secondary school and who, will have a brother or sister at the preferred secondary school at the time of admission
- 5 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the preferred secondary school
- 6 Children who live outside the catchment area but who are attending a linked primary phase school (Morven Park, Annesley, Newstead, Abbey Hill or Kingsway Primary schools) on the closing date for applications preceding admission to secondary school
- 7 Other children who live outside the catchment area

In all of the above standard criteria, the following statements apply in addition to the point bulleted above:

The following groups of children will be given special consideration in their application for a place at Kirkby College:

- Children whose particular medical needs, mobility support needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the academy is the only school which could cater for the child's particular needs. Or children with a statement of special educational need or education, health and care plan (EHCP) which names the school. **The evidence must be presented at the time of application.**
- Kirkby College participates in the Nottinghamshire County Council's Fair Access Protocol, a copy of which is available in academy.



- The Strategic Development Committee will consider each case on its merits and determine the allocation of any such place on the basis of written evidence. Admission under 'special circumstances' will take precedence over all but the first numbered criteria.
- In the event of oversubscription, within any criterion, preference will be given to children who live nearest to the academy as the crow flies. Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software.

Random allocation will only be used in the event of two distances being equal. Lots will be drawn and verified by someone independent of the Academy.

- Where an application has been refused and the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day.
  - Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated
  - Priority on the waiting list will be determined by reference to the admission criteria and not by the date an application was received

Waiting lists are maintained until the 31<sup>st</sup> December 2023. Inclusion on a waiting list does not mean that a place will eventually become available. Places on the waiting list are determined by the published oversubscription criteria. The waiting list will be ranked again each time a child is added.

Where parents/carers of children on the waiting list wish to make a repeat application following a significant change in circumstance, they should do so through the Nottinghamshire County Council co-ordinated admissions process.

Following the closure of the waiting list, repeat applications should be made in line with mid-year admissions.

In the event that a parent wishes to appeal against a decision not to award a place, the appeal should be lodged within 20 school days of the date of refusal.

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

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

Children should only be educated out of the normal age group in very limited circumstances. Parents should submit a request in writing to the academy as early as possible. Governors will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional and whether they have previously been educated out of their normal age group. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.



Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the school admission authority will process the application as part of the main admissions round on the basis of the determined admission arrangements only, including the application of oversubscription criteria where applicable.

### **Appeals timeline for September 2023 Admissions**

The parent has a statutory right to appeal to an independent appeals panel against the refusal of a place at the school. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

In order to submit an appeal, appellants should contact Mrs L Taylor to request an Appeal Form or download and complete the form from the Academy website.

Appeals received after this date will be heard within 40 days of the deadline where possible or within 30 school days from the date of receipt.

You will be notified in writing of the time and date of your appeal hearing together with the eventual outcome.

### **Late Applications**

All applications for a place in Year 7 should be made through Nottinghamshire County Council's co-ordinated admissions. Applications received after the 31<sup>st</sup> October will only be considered after all other applications have been processed.

### **YEAR 12 ADMISSIONS 2023-2024**

The number of places available for external candidates for Sixth Form entry in Year 12 is 10.

Priority in the first instance for entry into our Sixth Form will be given to students with a statement of special education needs that names Kirkby College.

Students who already attend will apply through our internal process.

Where the number of external applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

- 1** Children looked after by a local authority or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order
- 2** Students who do not presently attend the school.

In the event of an over-subscription of the above criteria, proximity to the school will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from the home address to the main reception office of the school.



- Distances are measured as the crow flies from the main Reception at the Academy to an address point to the child's home using Google Maps.

*Tie breaker:* In the event of two distances being equal, lots will be drawn and verified by someone independent of the Academy.

## **IN-YEAR ADMISSIONS**

The governing body has a right and duty to set and apply their own admission arrangements and oversubscription criteria.

- Application forms are available on request from the Academy Reception and on the school website. Completed forms should be returned to the school.
- The school will always notify the Local Authority of both any applications and their outcomes to allow the Local Authority to keep up to date figures on the availability of places in the area.
- 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 Year 7 criteria.
- In the event of an over-subscription of the above criteria, proximity to the school will be used with those living nearer being given priority. Google Maps distance measurements to be made 'as the crow flies' from the home address to the main Reception office of the Academy.
- In the event of a place being available in the appropriate year group then that will be offered by governors.
- Where an application is refused notification to parents will include the reasons why; information about the right of appeal; the deadline for appeal and contact details for making an appeal.
- Waiting lists are not held for in-year admissions.
- A student currently on role at a North Ashfield Partnership School will only be admitted at the start of a new term to give families a chance to work with their current school.

## **Definitions**

### **Home address**

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent(s) address may be used. Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of the application and will continue to live there after the time of admission. Informal arrangements between parents will not be taken into consideration.

In all cases all those with parental responsibility must be in agreement with the preferences made.

### **Looked after and previously looked after children**



The revised School Admissions Code 2014 has expanded on who should be given priority in admission arrangements with regards to looked after children and children who were previously looked after.

*'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).'*

### **Parents**

- the mother of the child
- an adoptive parent
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- any other person who has acquired 'parental responsibility' through the courts. We may require evidence of this.

### **Siblings (brothers or sisters)**

- a brother or sister who shares the same parents
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

### **Multiple births**

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

### **Catchment area**

Most schools and academies are surrounded by a defined geographical area known as their catchment area.

Catchment areas help schools to identify their communities and give parents an indication of their local school, however, there is no guarantee of a place for pupils resident within it or for pupils who subsequently move into the area at a later date, who are considered individually. Living in the catchment area gives students a higher priority for admission to the school over other students who live outside the catchment area.

A catchment area map for Kirkby College is available in the academy on request.



Details of the Academy's defined catchment area can also be obtained by visiting [www.nottinghamshire.gov.uk/schoolcatchments](http://www.nottinghamshire.gov.uk/schoolcatchments).