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# **President Kennedy School**

## **Admissions Policy 2019**

# **PRESIDENT KENNEDY SCHOOL**

## **ADMISSIONS POLICY**

**SEPTEMBER 2019**

President Kennedy School is an academy within The Futures Trust, a Multi Academy Trust (the Academy Trust) and the Academy Trust of the School is the admission authority. It participates in the local authority coordinated scheme for Year 7 admissions intake. All applicants should adhere to the deadlines within the scheme. The admission arrangements comply with the Fair Access Protocol as detailed in the Admissions Code.

## **THE ADMISSION OF PUPILS TO PRESIDENT KENNEDY SCHOOL**

### **STUDENT ADMISSIONS: PRINCIPLES**

- 1 President Kennedy School aims to:
  - Serve its local community identified in this policy as its ‘catchment area’ whilst recognising that catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school;
  - Recognise the social and educational benefits of children attending their nearest local school;
  - Implement fair admissions arrangements which are equally applied to all requests being made by parents for admission, irrespective of ability, race or background;
  - Ensure the school’s admissions arrangements comply with the Department of Education’s (“DfE”) School Admissions Code 2014.

### **GENERAL**

- 2 The school will take part in the Admissions Forum set up by the local authority and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the local authority and the local in-year fair access protocol.
- 3 The school shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the school. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the DfE. The determination of the appeal panel is binding on all parties.
- 4 Guidance for parents about how the appeals process will work will be provided by the local authority who will manage this process on behalf of the school.

- 5 Records of applications and admissions to the school shall be kept by the local authority on behalf of the Academy Trust for a period of three years and shall be open for inspection by the Secretary of State.

## PROCEDURE FOR ADMITTING PUPILS TO PRESIDENT KENNEDY SCHOOL

### Admissions Number

- 6 **For September 2019, President Kennedy School's Published Admissions Number (PAN) for Year 7 is 300.**
- 7 In any specific year, the Academy Trust may set a higher admission number than the President Kennedy School's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy Trust will undertake a full consultation. Pupils will not be admitted in any year group above the published admissions number for that year group unless a successful appeal is lodged, a pupil is allocated under Fair Access arrangements, or where the final place in a year group is offered to one of a pair of twins or other multiple births or in the cases of twins or multiples (see paragraph 18). Such circumstances shall be reported to the Secretary of State.

### Process of Application

- 8 Arrangements for applications for places at President Kennedy School will be made in accordance with the local authority's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the local authority.
- 9 The Academy Trust will use the following timetable for applications to President Kennedy School each year (exact dates within the months may vary from year to year) that, whenever possible, will fit in with the common timetable agreed in Coventry.
  - a) **By September** – The Academy Trust will publish on President Kennedy School's website, information about the arrangements for admission, including oversubscription criteria, as soon as they have been determined. This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy Trust will also provide information in relation to President Kennedy School to Coventry local authority for inclusion in the composite admissions prospectus, as required;
  - b) **September/October** – The Academy Trust will provide opportunities for parents to visit President Kennedy School;
  - c) **By 31 October** – Deadline for the Common Application Form to be completed and returned to the child's home local authority. Local authority to administer;

- d) **Late November** – local authority sends President Kennedy School full details of the numbers of applications to the Academy Trust;
- e) **Early/Mid December** – If the number of applications exceeds the PAN, the Academy Trust will consider all applications, apply the oversubscription criteria (as appropriate) and provide Coventry local authority with a list of those applicants ranked according to the school’s oversubscription criteria.
- f) **February** – Coventry local authority applies agreed scheme for Coventry schools, informing other local authorities of offers to be made to their residents.
- g) **1 March** each year or next working day – offers made to parents.

### Consideration of Applications

- 10 The Academy Trust will consider all applications for places at President Kennedy School. Where fewer than the published admission number for the relevant year groups are received, the Academy Trust will offer places at President Kennedy School to all those who have applied.

### Special Educational Needs

- 11 All children with a statement of Special Educational Needs or an Education Health and Care Plan (“the Statement or EHCP”) that name the school in the Statement or EHCP will be admitted.

### Applications for children to be admitted into a class outside of their normal age group

- 12 If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the school’s Governing Body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child’s best interests and the views of the Head Teacher.
- 13 If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DfE Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>.

## PROCEDURES WHERE PRESIDENT KENNEDY SCHOOL IS OVERSUBSCRIBED FOR SEPTEMBER 2019

14 If there are more requests for a school place than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below (please reference to oversubscription definitions for further information):

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- a) **Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements order, residence order or a special guardianship order.** A looked after child is defined in Section 22 of the Children Act 1989 (see definitions section).
- b) **Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will be of compulsory school age and will continue to attend President Kennedy School the following year.**
- c) **Other children who live in the catchment area served by the school.**
- d) **Children living outside the catchment area with a brother or sister who currently attends the school, provided that the brother or sister will be of compulsory school age and will continue to attend President Kennedy School the following year.**
- e) **Children by reference to the distance their home is from the school in accordance with the definitions section.**

## TIE BREAKER

16 If it is not possible to determine all the applications received that meet any of the categories described above, priority will be determined by the proximity of the child's home to President Kennedy School. This will be carried out using a straight-line measurement and a computerised mapping system, from the centre of the child's residence to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school as described above, the Directors will select by drawing lots. This process will be supervised by a person independent of the school.

## BROTHERS AND SISTERS

17 The Trustees see the benefits of children from the same family attending the same school and give priority to brother and / or sister connections in its policy

for allocating places under oversubscription criteria (b) and (e). The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where the school is over-subscribed no guarantee can be given that places will be available for brothers and sisters.

- 18 Where the final place in a year group is offered to one of a pair of twins or other multiple births, the admission number will be exceeded to accommodate the multiple birth siblings. This recognises the exceptional nature of emotional bonds between multiple birth siblings.

## CATCHMENT AREA

- 19 One of the aims of our school is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area. If you have any queries relating to the schools catchment area contact the school directly. Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.

## COMPULSORY SCHOOL AGE

- 20 Brothers and sisters are required to be of compulsory school age within the oversubscription criteria. This means they must be attending in Years 7 to 11 at the time that the applicant would be joining the school.

## DISTANCE

- 21 A straight-line measurement using a computerised mapping system, from the centre of the child's residence to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school as described above, the Directors will select by drawing lots.

## HOME ADDRESS

- 22 A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where parents have shared responsibility for a child and the child lives for part of the week with each parent, the definition of a child's residence will be where they reside the majority of the time (3 nights or more) between Monday to Friday.
- 23 Where documentary evidence can substantiate to the satisfaction of the Governors that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

- 24 **If a place is offered on the basis of an address that is subsequently found to be different from a child's main home address, then that place may be withdrawn.**

## LATE APPLICATIONS

- 25 The closing date for applications in the normal admissions round is **31 October**. After that date, the local authority will continue to receive applications but these will be considered to be late and may not be processed until after 1 March 2019.

## APPEALS

- 26 If your child has not been offered a place at President Kennedy School you have the right of appeal against the decision. Accepting the place you have been offered does not affect your right of appeal. Appeals are administered by the Local Authority and heard by an independent panel. If you want to appeal for a place you should contact the Resources Directorate at Coventry City Council. You will receive 10 school days' notice of the time and date of the appeal hearing. You will receive a statement nine school days before the appeal hearing saying why your child has not been offered a place and why the school is unable to admit another pupil. Any additional documents you wish to submit in support of your appeal must be received by the clerk at least three days before the appeal hearing. Failure to do this may result in your appeal hearing being adjourned.

## WAITING LISTS

- 27 As required by the current School Admissions Code the school will maintain a waiting list until the end of the autumn term. The school will continue to do this for subsequent terms and also maintain waiting lists for other year groups. Applications for inclusion on the waiting list will be ranked according to the school's oversubscription criteria as described above. When a place becomes available the school will contact the first person on the list for the relevant year group. The applicants will be contacted at the end of every term to ask if they still wish their child to be held on the waiting list.

## FAIR ACCESS PROTOCOL

- 28 The Coventry Fair Access Protocol covers the arrangements for all admission requests and the integration or reintegration to schools of pupils who are requesting a place at a school and are considered more difficult to place. All secondary schools in Coventry are included in this partnership. The agreement requires each school to accept a quota of students who are regarded as more difficult to place over their published admission number if necessary. This agreement acknowledges the significant additional challenge faced by President Kennedy School in respect to admissions and provides a fair and equitable framework for the admission of more difficult to place pupils.

## IN-YEAR ADMISSIONS

- 29 The Parent(s)/Carer(s) of children seeking admission to President Kennedy School should apply for a place by completing a standard admission form, available from the school or from the local authority. Once completed, the form should be returned to the local authority which coordinates all such applications, and the local authority will notify applicants of the school's admission decisions. If a place is not available in the relevant year group, Parent(s)/Carer(s) are entitled to appeal against this decision and if an appeal is lodged it will be heard within 30 school days of the appeal being lodged. The applicant's name will also be placed on the school's waiting list for admission into the relevant year group.

## POST 16 ADMISSIONS CRITERIA

- 30 President Kennedy School also considers applications from external students aged 16 or 17 years old in September 2018 for admission into Year 12 in September 2019. President Kennedy School does not accept new applications from students aged 18+.
- 31 The Academy Trust provides for a maximum number of 150 students in Year 12. The Academy Trust admission number for external students applying to join in Year 12 in September 2019 is 20. In order to pursue their preferred courses both internal and external students will be expected to meet the minimum requirements for the course(s) for which they are applying.
- 32 Both internal and external students wishing to enter the sixth form will be expected to have met minimum academic entry requirements for the sixth form (an external student is a student not on roll at President Kennedy School in Year 11). If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum requirements. These minimum requirements for each course offered will be published annually on the Post 16 section of President Kennedy School's website/prospectus. Minimum class sizes will be set and if insufficient applications are received the school reserves the right to withdraw the course, an alternative course will be offered in these circumstances.
- 33 The application process begins at the end of November, and internal applicants must complete an internal application form and then meet with a member of the Post 16 team to discuss a suitable programme of study by 28 February. External applicants must complete an external application and are also invited to come in to discuss their eligibility for a chosen programme of study. A meeting with the school to discuss options and academic entry requirements will not play any part in determining whether an offer of a place will be made.
- 34 If the number of successful applications (ie those students who have met entry requirements) exceeds the published PAN then oversubscription criteria will apply.



## POST 16 OVERSUBSCRIPTION CRITERIA

- 35 If, after allocating places to eligible internal candidates, there are more requests for a school place than there are places available within the school's admission number, places will be allocated to those pupils who meet the academic entry criteria in accordance with the following criteria and in the order shown below (please refer to oversubscription definitions for further information). This process will be supervised by a person independent of the school.
- a) Students who, at the time of admission, are in care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements order, residence order or a special guardianship order. A looked-after child is defined in Section 22 of the Children Act 1989.
  - b) Students who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will be of compulsory school age and will continue to attend President Kennedy School the following year. See the definition of sibling above.
  - c) Other students who live in the catchment area served by the school.
  - d) Students living outside the catchment area with a brother or sister who currently attends President Kennedy School, provided that the brother or sister will be of compulsory school age and will continue to attend the following year.
  - e) Students by reference by distance to the school. Please see the definition of distance above at paragraph 19 of these admission arrangements.
- 36 If it is not possible to determine all the applications received that meet any of the categories described above, priority will be determined by the proximity of the child's home to President Kennedy School. This will be carried out using a straight-line measurement and a computerised mapping system, from the centre of the child's residence to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school as described above, the Directors will select by drawing lots. This process will be supervised by a person independent of the school, and a fresh round of random allocation will be used each time a child is to be offered a place from a waiting list.

## POST 16 APPEALS

- 37 Appeals against the decision of the school to refuse a place must be made in writing to the Chair of the Local Governing Body (address below) within 20 school days of notice of the refusal.

Mr W Copeland  
Chair of the Local Governing Body  
President Kennedy School  
Rookery Lane  
Coventry  
CV6 4GL

Contact details for Clerk to Governors:

Clerk to the Local Governing Body  
President Kennedy School  
Rookery Lane  
Coventry  
CV6 4GL  
[regina.chowdhury@coventry.gov.uk](mailto:regina.chowdhury@coventry.gov.uk)

38 Appeals will be heard by an independent appeal panel.