



DRAFT – FOR CONSULTATION

President Kennedy School

Admissions Policy 2021

PRESIDENT KENNEDY SCHOOL

ADMISSIONS POLICY

SEPTEMBER 2021

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 2021, 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. 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 an Education Health and Care Plan (“the EHCP”) that name the school in the 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

- 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 refer to oversubscription definitions for further information):

15

- 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. Living within the catchment area does not guarantee a school place, and where there are more requests for a school place than there are places available, the school's oversubscription criteria will apply. Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school. If you have any queries relating to the school's catchment area, please contact the school directly. The school's catchment area is attached at **Annex A**.

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 the following year.

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 School Appeals team 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, where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the autumn term (until 31st December). Parents and carers who wish for their child to continue to be considered for a place at President Kennedy School after the end of the autumn term must register their interest via the local authority by completing a Secondary School Transfer Application Form. A new waiting list will be produced by the local authority at the start of the spring term which will then operate until the end of that academic year. 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.

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 2020 for admission into Year 12 in September 2021. 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. Should all places not be filled from within the Academy Trust; the admission number for external students applying to join in Year 12 in September 2021 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 Brothers and Sisters 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. See the definition of Distance above.
- 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..

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.

Chair of the Local Governing Body
President Kennedy School
Rookery Lane
Coventry
CV6 4GL
governingbody@pks.coventry.sch.uk

Contact details for the Clerk to Governors:

Clerk to the Local Governing Body
President Kennedy School
Rookery Lane
Coventry
CV6 4GL
regina.chowdhury@coventry.gov.uk

38 Appeals will be heard by an independent appeal panel.

ANNEX A: CATCHMENT AREA

Addresses included within President Kennedy School's Catchment Area:

Albert Crescent
 Aldermeadow Close
 Alderney Close
 Algate Close
 Allied Close
 Bantam Grove
 Beacon Road
 Beake Avenue 185 upwards odd
 Beake Avenue 198 upwards even
 Bennetts Road North to city boundary only
 Bennetts Road South 85 upwards odd
 Bennetts Road South 160 upwards even
 Bentley Court
 Berkett Road
 Berwyn Avenue
 Birkdale Close
 Blackwatch Road
 Blenheim Avenue
 Blenheim Walk
 Borrowdale Close
 Bowness Close
 Bransdale Avenue
 Branstree Drive
 Braytoft Close
 Briansway
 Briscoe Road
 Brookford Avenue
 Broome Croft
 Bruce Road
 Buckland Road
 Burnaby Road
 Butlin Road
 Capmartin Road 121 upwards odd
 Capmartin Road 130 upwards even
 Catesby Road
 Cawnpore Road
 Celilo Walk 1-14 (ex 13)
 Charlecote Road
 Charlewood Road
 Cherry Close
 Chesholme Road
 Chillaton Road
 Cloverdale Close
 College Road

Compton Road	
Coopers Meadow	38,39,41,45, 42-60 & 61-91
Cossington Road	1-143, 2-118
Crummock Close	
Deerhurst Road	
Derwent Road	
Dunster Place	
Durham Close	
Dymond Road	
Eacott Close	
Edward Road	
Elphin Close	
Esterton Close	
Everdon Road	
Fallowfields	
Farm Close	
Farndale Avenue	
Finch Close	
Fivefield Road	
Foreland Way	
Forge Way	
Foxglove Close	
Giles Close	
Glaisdale Avenue	
Glenn Street	
Glentworth Avenue	
Gospel Oak Road	
Grangemouth Road	321-443 odd
Grangemouth Road	288-400 even
Greensleeves Close	
Greycoat Road	
Guardhouse Road	
Halford Lane	
Hallam Road	
Hallbrook Road	
Harborough Road	
Headington Avenue	
Hedgerow Walk	
Hen Lane	
Herders Way	1,2 & 4
Holborn Avenue	
Holbrook Lane	
Houldsworth Crescent	
Instone Road	
Jackson Road	
John Shelton Drive	
Jubilee Crescent	

Kingswood Close
 Kirkdale Avenue
 Ladyfields Way
 Ladymead Drive
 Langdale Avenue
 Langlodge Road
 Lauderdale Avenue
 Leacrest Road
 Leeder Close
 Leyburn Close
 Lilley Close
 Links Road
 Lythalls Lane 219 upwards odd
 Lythalls Lane 206-216 upwards even
 Malmesbury Road
 Mandrake Close
 Marshdale Avenue
 Masser Road
 Meadow Road
 Middlemarch Road 323 upwards odd
 Middlemarch Road 348 upwards even
 Morland Road
 Newport Road
 Nunts Lane
 Nunts Park Avenue
 Oatlands Close
 Orpington Drive
 Orton Road
 Outermarch Road 69 upwards odd
 Outermarch Road 92 upwards even
 Owenford Road
 Park Avenue
 Parkgate Road
 Parkland Close
 Parkville Close
 Parkville Highway
 Paxmead Close
 Paynell Close
 Pembrook Road
 Penny Park Lane
 Penrith Close
 Peyto Close
 Redcap Croft
 Richard Joy Close
 Robert Atchison Way 2,4,6,8 & 7 & 9
 Roland Avenue
 Roland Mount

Rollason Close	
Rollason Road	
Romford Road	
Rookery Lane	
Rotherham Road	
Rupert Road	
Rylston Avenue	
Sadler Road	117 upwards odd
Sadler Road	98 upwards even
Selworthy Road	
Sharp Close	
Springfield Cottage	
Springfield Farm	
St.Lukes Road	
Stadium Close	
Sunningdale Avenue	
Swallow Road	no properties
Telfer Road	204 Upwards even
Telfer Road	199 Upwards odd
Thompsons Road	
Treherne Road	111 upwards odd
Treherne Road	112 upwards even
Watery Lane – Keresley	
Wentworth Drive	
Wheelwright Lane	1-117 + 121 odd
Wheelwright Lane	2-88 + 278 & 278a, 280, 282, 284
Whitmore Park Road	
Wood Hill Rise	
Yarnmakers Path	14,15,16,18 & 19
Yarrow Walk	
Yelverton Road	
Yellowstone Close	1-23 (ex 13)