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Admissions Policy	
This policy should be read, and used, in conjunction with: - Special Educational Needs and Disability Policy and Equality & Diversity Policy	
Rights of the child (RRSA Article)	**Article 28** based on FAIRNESS and EQUALITY "Every child has the right to an education. Secondary education must be available to every child. Discipline in schools must respect children's human dignity." This includes: • The RIGHT to learn and be taught • The RIGHT to be respected • The RIGHT to be safe
Reviewing By: -	**Academy Committee**
Last Updated / Reviewed & Approved by Governors on:	September 2022
Date of next scheduled review: -	September 2023
Responsible officer / Member of Staff /	**Role: -** Deputy Principal **Name: -** Veronica Giaquinto

This policy document supplements the document required by the Department for Education (DfE) Annex B REQUIREMENTS FOR THE ADMISSION OF PUPILS TO THE ACADEMY.

1. Aims

1.1 This policy aims to:

- Explain how to apply for a place at the Queen Katharine Academy
- Set out the Academy's arrangements for allocating places to pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

2.1 This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

2.2 The Academy is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

2.3 As an Academy, it is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

2.4 This policy complies with our funding agreement and articles of association.

3. Definitions

3.1 The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by the local authority and which can be downloaded or completed online at www.peterborough.gov.uk/admissions

3.2 Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

3.3 Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

3.4 A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

4.1 For applications in the normal admissions round for **Year 6 into Year 7**, you should use the application process prescribed by the local authority, which acts on behalf of the Academy Committee to offer places. You can use this form to express your preference for a maximum of 3 state-funded schools, in rank order no later than the Local Authority deadline of 31st October. All parents are advised to read the Local Authority booklet online for parents on secondary admissions.

4.2 Application should be made online to: www.peterborough.gov.uk/admissions or you may request a paper copy Peterborough City Council Admissions Team.

4. 3 You will receive an offer for a school place directly from the local authority.

4.4 The Academy holds open days and evenings for all prospective pupil and their parents. These are published in the LA Admissions booklet online and on the Academy website/Facebook Page. Parents wishing to visit the Academy prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Please contact the Academy on 01733 426060 to make arrangements.

5. Requests for admission outside the normal age group

5.1 Parents are entitled to request a place for their child outside of their normal age group.

5.2 Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Head of School's views

5.3 Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the Academy but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

6.2 The Academy has an agreed admission number of 270 pupils in each year group from Years 7 - 11. With the exception of Year 9 2023 - 2024 , which is a bulge year and where we can accept up to 300 students. There are 350 Sixth Form places in total.

6.3 Oversubscription criteria.

6.4 All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

6.5 If the school is not oversubscribed, all applicants will be offered a place.

6.6 In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. Priority will next be given to children of staff at the Academy, in either of the following circumstances:

   a) The member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the school is made, or
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

3. Priority will next be given to children who attend and live in the catchment area for named feeder primary schools; Discovery, Eyrescroft, Fulbridge (West of Lincoln Road), Gunthorpe, Norwood, Paston Ridings (North of Soke Parkway), The Beeches (West of Lincoln Road) and Watergall

4. Priority will next be given to children with siblings at the Academy. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the Academy

5. Priority will next be given to children living outside the above area measured as follows: In cases of equal merit, priority will be given to the child living nearest the Academy as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points

6.7 Tie break

6.8 In case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the Academy will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points

6.9 Where the distance between 2 children's homes and the Academy is the same, random allocation will be used to decide between them. This process will be independently verified.

7. In-year admissions

7.1 You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

7.2 Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

7.3 If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.5 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

7.4 Applications for in-year admissions can be made on line at www.peterborough.gov.uk/admissions or by obtaining a paper copy from Peterborough City Council Admissions Team.

8. Appeals

8.1 If your child's application for a place at the Academy is unsuccessful, you will be informed why the admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and can do so by downloading an appeals form from www.peterborough.gov.uk/admissions or by obtaining a paper copy of the appeals form from Peterborough City Council Admissions Team.

8.2 You can post your appeals form to;

Appeals Administrator Legal Services Sand Martin House Bittern Way Fletton Quays Peterborough PE2 8TY

8.3 Or you can email your appeals form to; appealsservice@peterborough.gov.uk

9. Applications for a place in Sixth Form

9.1 Applications should be made using the application form available on the website or in reception. Contact the Academy Sixth Form if you have any queries about this process.

9.2 Applicants from other centres are welcome. We consider all external applications. If the applicant meets our minimum course entry requirements, then they will be invited to interview.

9.3 Applicants from students already attending the Academy will automatically be offered a place should they meet the entry requirement in terms of grades.

10. Oversubscription in Sixth Form

10.1 The revised School Admissions Code allows the opportunity for over admission if the demand for available courses can be met. The Academy reserves the right to apply the admission criteria below where the permitted flexibility is likely to prejudice the efficiency and effectiveness of provision at Queen Katharine Academy.

10.2 Those students who have a statement of special educational needs which names The Academy Sixth Form will be admitted.

10.3 The admission criteria used in the case of oversubscription of first choice applicants are as follows:

- Students looked after by a local authority under the provision of the Children's Act 1989.

- Children with brothers or sisters who are on roll in Years 7-13 at the Academy at the time of admission.
- Students who attend Peterborough schools/Academies or who currently live with their parent(s) in the Local Authority defined areas served by these schools/Academies.
- Students who make an application from outside Peterborough.

11. Sixth Form Oversubscription in a Category

11.1 Priority will be given to students living closest to the Academy as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points

11.2 Parents and students have a right to appeal against any decision refusing a Sixth Form place in an Academy with a Sixth Form. Appeals must be heard by an independent panel within 40 school days of the appeal being lodged.

12. Monitoring arrangements

12.1 This policy will be reviewed and approved by the Academy Committee every year.

12.2 Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.