



# Queen Katharine Academy

Queen Katharine Academy  
Mountsteven Avenue, Walton,  
Peterborough PE4 6HX  
e: info@qka.education  
w: www.qka.education  
Tel: 01733 383888

<b>Admissions Policy</b>	
POLICY FAMILY This policy should be read, and used, in conjunction with the SEN and Equality Policies	
COMMITTEE:	
APPROVED BY GOVERNORS ON:	July 2017
RIGHTS OF THE CHILD:	The Queen Katharine Academy fully recognises article 3 of the UNCRC which means having “the best interests of the child.” The admissions for the school should follow the same principles of article 2 of the UNCRC (without discrimination) which means it “applies to every child whatever their ethnicity, gender, religion, abilities, whatever they think or say, no matter what type of family they come from.” RRSA Group 2013.
REVIEW CYCLE:	1
DATE OF NEXT REVIEW:	December 2019

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

## Policy and Numbers

The Governing Body of the Academy is responsible for the admission of all pupils.

Pupils will be admitted into Year 7 without reference to ability or aptitude. There will be 270 places available for Year 7 pupils in September. If the number of applications does not exceed the number of places available, all applicants will be granted a place at the Academy.

There will be 270 places available for pupils in years 7-11. The admission number for Sixth Form students is 350.

## **Oversubscription criteria**

The Governing Body will give priority to children with an Educational Health Care plan **which names our Academy**.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below:

1. Children who are in care.
2. Children with a verified medical need (the requirements are strict and need certification by a doctor or psychologist).
3. Children living in the catchment areas for the following primary schools: Discovery, Eyrescroft, Fulbridge (West of Lincoln Road), Gunthorpe, Norwood, Paston Ridings (North of Soke Parkway), The Beeches (West of Lincoln Road), Watergall.
4. Children with brothers or sisters who are on roll in Years 7-11 at the Academy at the time of admission.
5. Children living outside the above area measured as follows: In cases of equal merit, priority will be given to the child living nearest the school 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.

## **Transfer from Year 6 to 7**

The application process for admissions into Year 7 is co-ordinated by Peterborough Local Authority (LA), which acts on behalf of the Governing Body to offer places at the Academy. Parents of children in Year 6 should apply online at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions) or request a paper application form, available from a child's primary school or from the LA Admissions Team, no later than the LA deadline of 31<sup>st</sup> October.

All parents are advised to read the Local Authority booklet online for parents on secondary admissions.

The Academy holds open days and evenings for all prospective students and their parents. These are published in the LA Admissions booklet online and on the school website. 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 to make arrangements.

## **Allocation of places**

Details of children are passed from the Local Authority to the Academy. If the Academy receives more applications than there are places available, the governors will use the criteria detailed in the oversubscription criteria above, to allocate places. The Academy will then advise the Local Authority if further places are available. The Local Authority will make the formal offer of a place to parents or carers on behalf of the Governing Body of the Academy.

When making the application to the Local Authority the child should be living in Peterborough and available to take the offer of a place. They should attend an admission meeting when set otherwise this could result in the withdrawal of an offer, thus being referred back to Local Authority and the place being offered to another child.

### **In Year Applications for Years 7-11**

To apply for a place into years 8-11, please contact Peterborough Local Authority. An application form must be completed and returned to the Local Authority. All year 7 places will be allocated by the Local Authority. Any year 7 students without a school place by the end of September will need to make an in year application online to the local authority.

### **Operation of the waiting list**

#### **Year 7 intake:**

Children who have not been offered a place will automatically be placed on the waiting list for the Academy. If a place becomes available it will be offered to the child at the top of the waiting list, based on the oversubscription criteria detailed above, regardless of when the application is made. So, late applications will be placed according to the oversubscription criteria and not the date of application.

Please note that a child can move up or down the waiting list, for instance if other children higher on the waiting list are offered places, or if the personal circumstances of those requesting places meet the oversubscription criteria before others on the waiting list. Waiting lists come into force the day after allocation.

#### **In Year Transfer waiting lists:**

Waiting lists will be maintained by the Academy and will last for the lifetime of the year group, moving from year to year.

Parents will be contacted immediately if a place becomes available for their child, but should be aware that as a child's position on the waiting list will be determined solely in accordance with the oversubscription criteria detailed above, their child's place on the waiting list may change if an application is subsequently received that meets a higher criterion than their own.

### **Fair access protocol**

Peterborough City Council has in place an overarching Fair Access Protocol which ensures that children to whom the protocol applies and who are without a school place take precedence over children on a school's waiting list. The Academy may accept hard-to-place pupils onto the school roll from time-to-time in accordance with the In Year Fair Access agreement. These are special cases arranged outside the boundaries of this admissions policy and we will accept students as agreed in the FAP.

## **Appeals Procedure**

Parents have the right to appeal to an independent appeals panel against the Academy governors' decision not to offer their child a place at the Academy. Information relating to this will be included in the letter of decline. The Academy uses the Local Authority school appeals service which will make all the arrangements. Further details can be found on the Local Authority admissions website, along with the timetable for the appeal hearing.

### **Fraudulent or misleading information**

Where an offer of a place is found to be based on a fraudulently or intentionally misleading application which effectively denied a place to another child, the offer of the place will be withdrawn. In determining whether to withdraw the offer of a place, the governors will take into account the length of time, if any, the child has been attending the school. In such cases, parents would be informed of their right of appeal.

### **Applications for a place in Sixth Form**

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.

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. The Academy will look at the attendance, behaviour, attitude and academic performance of the learner to determine whether to make an offer. This will involve contacting their current school and requesting relevant data including a reference.

Applicants from students already attending the Academy will all be considered and interviewed. When they meet the entry requirement in terms of grades they will be made an offer. We will consider attendance, behaviour, attitude and academic performance of the learner to determine whether to make an offer.

### **Oversubscription in Sixth Form**

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 the Academy.

Those students who have a statement of special educational needs which names **The Academy** Sixth Form will be admitted as long as any required adjustments are reasonable.

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.

### **Oversubscription in a Category**

Priority will be given to students living closest to the Academy as measured by a straight line. The distance, for admissions purposes, is measured using the straight line distance from the centre point of the home to the main student entrance to the Academy. For families who live outside the area covered by the Peterborough mapping system, distances are determined using a combination of local maps and on-line resources.

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.