ADMISSIONS POLICY 2027-28

REVIEWING AND UPDATING THE POLICY

Date	Version	Notes/Changes Made	Reviewed By	Approved By
28/02/20	1.0	Policy reviewed	Principal	Board of Trustees
28/02/21	2.0	Policy reviewed	Principal	Board of Trustees
24/05/21	2.0	Policy reviewed		
December 21	3.0	Policy reviewed	Head of School	Board of Trustees
February 2022	3.0	Introduction of Turner Schools Sixth Form (P4)	Head of School	Board of Trustees
February 2023	3.0	Policy reviewed	Vice Principal	Board of Trustees
February 2024	4.0	Review of PAN and inclusion of 6 SRP places	Principal/CFO	Board of Trustees
January 2025	5.0	Policy reviewed	Vice Principal	Board of Trustees
January 2026	6.0	Policy reviewed. Further update following KCC guidance	Head of School	Board of Trustees

This policy will be reviewed annually or before if significant changes take place and amended as necessary

ADMISSIONS POLICY 2027-28

Type of School: Secondary, Wide Ability, Mixed
Age Range: 11-19

1. INFORMATION TO PARENTS

Folkestone Academy is a comprehensive school which caters for boys and girls of all abilities from ages 11-19. Folkestone Academy is structured as follows:

- A secondary school
- A sixth form

To access general information about the Academy, please contact the Academy or visit the Academy's website: www.folkestoneacademy.com

2. APPLICATION PROCESS

Applications for admission to Year 7 at Folkestone Academy for September 2027 will need to be made on the "Common Application Form" provided and administered by Kent County Council. More information and detail can be found in the Primary/ Secondary Admissions Booklet available from Kent County Council. Use the contact link on the http://www.kent.gov.uk/education-and-children/schools/school-places website. A SCAF/RCAF should be submitted to the local authority in which the child lives, which may not necessarily be Kent County Council (KCC).

The Academy will follow the Local Education Authority's timetable for applications.

For applications to other year groups, or if you are applying after the beginning of the school year, this is classed as an 'In year admission' and you will need to complete an In year application form available on Kent County Council's website. The Academy cannot guarantee a place will be available for your child.

3. ADMISSION ARRANGEMENTS (YEAR 7)

The Published Admission Number is 180 for pupils in Year 7.

The Academy is included within the co-ordinated admissions arrangements operated by Kent County Council. This means that the transfer of pupils from primary schools into the Academy is managed by the County Council along with admissions into all other secondary schools.

4. SPECIAL RESOURCE PROVISION PLACES (YEAR 7)

For year 7 entry only, priority admissions is to be provided within Published Admission Numbers for 6 special resource provision places. Applicants for these places must have been referred from Kent County Council. To access a place within an SRP, young people must have an EHCP which identifies that their needs can be met in an SRP within a mainstream school. Admissions to the SRP will be determined by the Local Authority in consultation with the Academy Leadership Team.

5. CREATIVE ARTS AMBASSADORS (YEAR 7)

For Year 7 entry only, up to 10% of the agreed admission number of pupils will be admitted based on aptitude in creative arts, using a specified criteria. Applicants for these places must submit a supplementary information form. The Academy reserves the right to admit fewer than 10% under this criterion if there are insufficient applicants reaching the required standard, with any remaining places split equally between open places. Applicants who are not offered a place under this category will automatically be considered for a place under open criteria as described below.

Oversubscription criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with an Education Health and Social Care Plan (which will reduce the number of available places under the published admission number accordingly) where the Academy is named in the plan, the criteria will be applied in the order in which they are set out below:

a) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
b) Children with a sibling of school age living at the same address, including step and foster siblings, for whom a place has been awarded.
c) Children who attend named feeder schools. Our named feeder schools are Folkestone Primary, Martello Primary and Morehall Primary.
d) Children eligible for the service premium. Evidence of eligibility will need to be submitted with the application (see Appendix 2).
e) Children whose parents work as permanent staff members at the School being applied to, in either or both of the following circumstances:
    i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
    ii) the member of staff is recruited to the Trust to fill a vacant post for which there is a demonstrable skill shortage.
f) Proximity - the applicant living closest to school will have priority (in the event of one or more applicants tying after application of criteria (a-e) and measurement will be on the same basis as set out in the tie-break information below.

Tie-break

If we reach our admission number in any of the above criteria, we will apply the following tie-break to determine who is admitted:

(a) Nearness of children's homes to school

We use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

(b) Where it is not possible to determine priority due to children living the same distance from the Academy as measured using the NLPG address point data, a process of random allocation will then be used as a tie-break to decide who has highest priority for admission. This process will be overseen by someone who is independent of the Academy and the Academy Trust. However, if children of multiple birth (e.g. twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

Please see notes in Appendix 1 for more details about the oversubscription criteria.

6. ADMISSION ARRANGEMENTS FOR POST 16 PLACES

Turner Schools operates a joint Sixth Form for up to 200 pupils in Year 12 from Turner Free School and Folkestone Academy who meet the necessary entry requirements for the courses they wish to follow. The published admission number for external applicants in 2027 will be 20, but this figure may be exceeded in the event that the number of internal pupils transferring into Year 12 is less than the overall figure for the year group.

There are academic minimum academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment which will be published on the Turner Schools Sixth Form website or in the Sixth Form Prospectus. Students are expected to obtain a strong pass (5) in subjects they wish to study at A Level (standard pass – 4 – may also be considered, at the discretion of the Academy). Requirements for admission are the same for both internal and external pupils.

Post 16 Form Offers and Appeals

An offer of admission to the Sixth Form generally is not a guarantee of a particular course of study. Offers will be made on the basis of predicted performance at GCSE, with the requirement that the above grades are achieved in the final examinations prior to entry to the Sixth Form and the pupil's three chosen subjects being accommodated on the timetable, in feasible group sizes.

All offers made during Year 11 are conditional on pupils meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results. Offer letters will be made before the end of May 2025. Offers will be confirmed once the school has been notified of GCSE results in August 2025.

Where learners have achieved better results than the predicted grades they will be considered based on the grades achieved and ranked accordingly for any places that become available as a result of other learners failing to meet the required entry levels. Pupils failing to meet the grades for their preferred course option will be offered alternative courses if available and they meet the minimum academic course requirements.

Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered.

Oversubscription

Following the admission of internal students transferring from Year 11, all remaining places will be allocated to learners who have met the entry requirements for the particular course of study. Where there are more students seeking places than the number of places available, a waiting list will be held ranked according to the above oversubscription above for those eligible students.

Please see notes in Appendix 1 for more details about the oversubscription criteria.

Application for Post 16

Applications to the Turner Schools Sixth Form should be made via the online Kent Area Prospectus available on the following website www.kentchoices4u.com

If you are unsure about how to apply via the online prospectus, please call Folkestone Academy directly for advice on how to apply.

7. ADMISSION OF STUDENTS TO OTHER YEAR GROUPS (EXCEPT YEAR 12)

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

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

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 students on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

If you want to move your child to a different school, you will need to complete an In Year Application form available via this link on Kent County Council's website. The application form should be sent to the following address:

The Admissions Officer, Folkestone Academy, Academy Lane, Folkestone, Kent CT19 5FP
Email: faadmissions@turnerschools.com

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8. RIGHT TO APPEAL

There will be a right of appeal to an Independent Appeals Panel for external applicants refused admission to Folkestone Academy. For Sixth Form appeals, both the parent and student have a right to appeal but for all other appeals, only the parent can appeal. Please contact the Admissions Officer for further details.

9. ACADEMY'S RIGHT TO WITHDRAW A PLACE

The Academy reserves the right to withdraw a place offered to a pupil in the following circumstances:

a) when a parent/student has failed to respond to an offer within a reasonable time; or
b) when a parent/student has failed to notify the school of important changes to the application information; or
c) where an offer has been made in error.

10. WAITING LIST

Where the Academy receives more applications for admission to a year group than there are places available, the Academy will operate a waiting list kept open until December 2027 for each year group. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application at any time in the year.

Children's position on the waiting list will be determined solely in accordance with the relevant oversubscription criteria above. As and when a place becomes vacant, it will be allocated to the highest ranking child on the waiting list based on circumstances at the time the place becomes available. It is the sole responsibility of parents/carers to keep Folkestone Academy updated regarding any changes of circumstances, including those that may affect the current ranking position on the waiting list e.g. change of address.

Folkestone Academy reserves the right to contact parents at any time to confirm if they wish to remain on the waiting list operated by the school.

11. ADMISSIONS OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented, have experienced problems such as ill-health or summer born children who have started primary school later. In secondary school age, there may be various reasons why a parent would seek to apply for admission out of age group.

The process for requesting admission outside of your child's normal age group is as follows:

- Complete the Common Application form or In-year Admission form as appropriate.
- Attach a letter outlining the reasons for the request and all supporting letters and/or documentary evidence in support of the application.

The Academy Admission Committee must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Academy Admission Committee must also take into account the views of the Principal of the Academy.

12. Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these students to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

13. Fair Access Protocol

We participate in Kent County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

14. DEFINITIONS

14.1 Children in Local Authority Care or previously in Local Authority Care

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority 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 outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

14.2 Children in receipt of the Service Pupil Premium

A child:

- Who has one or both of their parents serving the regular armed forces
- Who has been registered as a 'service child' in the school census at any point in the last four years

- Whose parent(s) died (or in certain cases injured) while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme (AFCS) or the War Pensions Scheme (WPS)
- Pupils with a parent who is on full commitment as part of the full-time reserve service (FTRS FC).

14.3 Parent

By parent, we mean any individual:

- Who is a parent of the child, or
- Who is not a parent of the child but who has parental responsibility for the child, or
- Who has care of the child

14.4 Sibling

By sibling, we mean:

- A full brother or full sister living at the same address or living at separate addresses
- A half-brother or half-sister living at the same address or living at separate addresses
- An adoptive brother or adoptive sister living at the same address or living at separate addresses
- A foster brother or foster sister living at the same address
- A step-brother or step-sister living at the same address
- The sibling priority will also be applied to children who, at the time of application, have a sibling (as defined in the bullet points above) who has been offered and accepted a place at the school, even if the sibling has not yet started attending

14.5 Permanent Home Address

Where a child lives part of the week with one parent/carer and part with another member of the family, the permanent home address will be considered to be the residence where the child spends at least three school nights of the week during term-time, i.e. Sunday to Thursday.

15. MONITORING ARRANGEMENTS

This policy will be reviewed and approved by the Board of Trustees every year.

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

APPENDIX 1

i) 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority 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 outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

ii) Current Family Association – this refers to a brother or sister attending the school when the child starts where the family continues to live at the same address as when the older sibling was admitted. If the family has moved to an address outside the catchment area since the sibling was admitted, the sibling link is broken.

In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, half-brother or half-sister, adopted siblings, step-brothers or sisters and foster brothers and sisters.

APPENDIX 2

SUPPLEMENTARY INFORMATION FORM

This form should be completed if you have stated a preference for Folkestone Academy and you wish your application to be considered under the criteria - eligible for the service pupil premium. In order to understand the application process and by what date forms must be completed, please read the School Admissions Policy and your Local Authority booklet before completing this form.

Only complete this form if the pupil is eligible for the service premium. Please provide proof in the form of your Military ID card.

You must complete the Local Authority's application form **in addition to the Supplementary Information Form.**

Pupil details:

Forename: _____	**Home address:** _____
Middle name: _____	_____
Surname: _____	_____
Pupil's date of birth: _____	**Postcode:** _____

Details of person with legal parental responsibility submitting application:

Name: _____

Address: _____

_____

Postcode: _____

Home No: _____

Mobile No: _____

Email address: _____

Please read the following declaration carefully and then sign and return the form to:
The Admissions Officer
Folkestone Academy
Academy Lane
Folkestone
Kent CT19 5FP

Forms must be returned to Folkestone Academy as soon as possible. Any delay in returning this form could affect the processing of your application.

I confirm that the information I have supplied is true and accurate and I attach appropriate evidence.

Signed: _____

Print name: _____

Date: _____