

NEW LINE LEARNING ACADEMY ADMISSIONS ARRANGEMENTS 2019-20

This document sets out New Line Learning Academy's admissions arrangements for entry in September 2019, as determined by Future Schools Trust in its role as the admission authority. The academy will comply with all relevant provisions of the Department for Education's (DfE's) School Admissions Code and School Admission Appeals Code and will participate in the Kent County Council (KCC) coordinated admission arrangements for Year 7.

Throughout this document the term 'parent' is used to refer to parents or legal guardians.

1. Published Admission Number

The New Line Learning Academy has an agreed Pupil Admissions Number (PAN) for entry into Year 7 in September 2019 is 180 students. The Future Schools Trust may set a higher admission number as its Published Admission Number for any specific year.

2. Application process for students joining Yr 7 in September 2019

Applications for places at the Academy will be made in accordance with Kent Local Authority's co-ordinated admission arrangements and will be made on the Secondary Common Application Form (SCAF), provided and administered by the Kent Local Authority. To avoid confusion, the Academy has agreed to use the same dates provided by Kent Local Authority and will offer 180 places for September 2018.

For families living in Kent, applications for a place in Year 7 should be made using the online process available at www.kent.gov.uk/ola or by completing the paper Secondary Common Application Form (SCAF). The SCAF form can be downloaded from www.kent.gov.uk/secondaryadmissions or accessed by contacting KCC's Secondary Admissions Team. The deadline for completing the online application or returning the SCAF to the Local Authority Admissions Team is 31 October 2018.

For those living outside of the county you should consult your Local Education Authority regarding the process for applying for a place in a Kent school.

3. Consideration of applications for entry into Year 7

Where New Line Academy receives more applications than the PAN, and following the admission of children with a Statement of Special Educational Need (SEN) or an Education, Health and Care Plan (EHCP) which names the academy, applications will be ranked against the following criteria in the order in which they are stated below with applications submitted by the published deadline taking initial priority. Late applications will be allocated in the same order.

- a) **Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).
- b) **Children of staff employed by Future Schools Trust and working at New Line Learning Academy** as their primary place of work where:
 - i) 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.
 - ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- c) **Children applying from Tiger Primary School** on the Boughton Lane site which is run by the Future Schools Trust and is a named feeder school for New Line Learning Academy.
- d) **Sibling/Current family association** a child with a brother or sister already attending the school when the child is due to start. In this context brother or sister means children who live as a brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sister and foster brothers and sisters.
- e) **Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
- f) **Nearness of children's homes to school** - we use the distance between the child's permanent home address 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.

In the event of two applications that cannot otherwise be separated, a clear and fair tiebreaker will be applied by drawing lots between them.

If the last pupil to be offered a place within the New Line Learning Academy's published admission number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

These criteria apply for Y7 entry and for any admission at any other time up to Y11.

4. Operation of waiting lists

Where New Line Learning Academy receives more applications for places in Year 7 than there are places available, a waiting list will operate between March and the end of the following academic year. This waiting list will be managed by KCC in the first instance as part of the coordinated admissions scheme, before being passed over to the academy on the date set out in KCC's admissions process.

Where the Academy receives more applications than there are places available for admission to a year group other than Yr 7, the Academy will also operate a waiting list 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. 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 the 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.

Children's position on any waiting list will be determined solely in accordance with the relevant oversubscription criteria above.

The 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.

5. Arrangements for admitting pupils to other year groups (except Year 7)

If students leave during the course of an academic year, or between academic years, places will be offered to other applicants. If there are more applicants than places available the Future Schools Trust will apply the oversubscription criteria above.

The Academy will operate a waiting list where students who have not been successful in gaining a place and where parent / guardians request this.

6. Right to Appeal

There is a right to appeal to an Independent Appeals Panel for any unsuccessful admission application. Appeal requests should be submitted in writing and sent to the academy address, for the attention of Frances Sharp, Clerk to the Governors, c/o New Line Learning Academy.

7. 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) it is evident the place has been offered on the basis of fraudulent or intentionally misleading information by the student/parents(s); or
- d) where an offer has been made in error.