



ADMISSIONS POLICY 2021/22

For Knutsford Academy

Approved:	October 2019
Revised:	August 2021 to comply with 2021 admissions code
Approved by:	LGB: August 2021



1. Introduction

Knutsford Academy is an 11-18 school serving Knutsford and the local area. It is part of Knutsford Multi-Academy Trust. The normal application round to Knutsford Academy is at Year 7 and Year 12 (for the sixth form). In year applications are also welcome.

2. The Student Published Admission Number (PAN)

The Academy has an agreed Published Admission Number (PAN) of 220 students for Year 7. In Year 10 approximately 30 students transfer to Cheshire Studio School. The Academy restructures the staffing and timetabling to reflect the reduction in numbers such that the admission of new pupils may cause prejudice notwithstanding the lower numbers on roll.

If the Academy is named in an Education Health and Care Plan (EHCP), the Academy Trust has a duty to admit the child and the number of available places in the normal admission round will reduce accordingly.

The Sixth Form welcomes applications from Year 11 students currently at Knutsford Multi Academy Trust and students wishing to join from other schools. All current Year 11 students at the Academy will be guaranteed a place subject to minimum entry requirements (these requirements are detailed in point D below). A number of 'external' places are available each year to accommodate a growing number of students wishing to apply from other schools in the area. As a guideline for external applicants, typically the Academy admits in the region of 25-30 external applicants into Year 12 year on year.

3. Applying for a place at Knutsford Academy

A. Applications for Year 7 are made through the common application process managed by Cheshire East Local Authority.

B. Schedule for admission to Y7

September - Information and application packs are made available for parents by the relevant Local Authority, inviting a parental statement of preference of secondary school. Parents must apply to the Academy on the Common Application Form (CAF) provided by the 'home' Authority i.e. the Authority where they live.

October - Preference Forms are to be submitted to the relevant Authority by the given date. Parents are requested to notify the Academy if they have applied for a place through the LA process.

November - The Authority sends preferences to the Academy and the Governors' admissions panel applies the agreed criteria.

January - The Academy informs the Authority of which pupils are to be offered a place.

March - The Authority advises parents whether their application has been successful and informs unsuccessful applicants of their right of appeal. Parents who do not initially receive an offer are advised always to lodge an appeal or request to be put on a waiting list. Places will be allocated as they become available using the same criteria as for the initial allocations.

C. Late applications

Later applications will be accepted and placed on the waiting list and allocated using the oversubscription criteria outlined in section 4. Full details of the application process are available via Cheshire East. The Academy participates in the local Fair Access Protocol if it is an appropriate placement for the particular student. Each case will be reviewed individually by the Cheshire East Fair Access Panel.

D. **Post 16 intake (Year 12)**

A number of 'external' places are available each year to accommodate a growing number of students wishing to apply from other schools in the area. The Published Admission Number (which is the minimum number) of places for external applicants is 10. As a guideline for external applicants, typically the Academy admits in the region of 20 – 25 external applicants into Year 12 year on year.

Both internal and external students wishing to enter post 16 provision at the Academy will be expected to have met the minimum academic entry requirements for our sixth form as stated below:

- For A level courses and mixed programmes (A level / BTEC) students will require a minimum of 5 GCSEs at grades 5-9 or their equivalent including English and Maths. Applicants will require at least a grade 6 in the subject they wish to study at 'A' level.
- For level 3 vocational programmes, the minimum qualifications are 5 GCSEs at grades 5-9 or their equivalent including English and Maths.

E. **Post 16 applications** should be made directly to the Head of Sixth Form, Knutsford Academy, Bexton Road, Knutsford WA16 0EA. Applications packs can be obtained by contacting the Academy. Please note that an offer of a place in Year 12 will be provisional based on predicted grades and will be confirmed once actual examination results are known and validated.

F. **In-Year Admissions**

In Year admission applications should be made by writing directly to the Academy. On receipt of an in-year application the Academy will notify the Local Authority of both the application and its outcome. Admissions to the Academy will be determined on the basis of whether the admission of the applicant would prejudice the efficient education of others or efficient use of resources.

4. **Oversubscription criteria**

In the event of being oversubscribed for admission the criteria for allocation of places are, in order of priority:

1. 'A 'looked after child' or a child who was previously looked after is eligible for admission under this criterion.¹ Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and accordingly the application would be prioritised under this criterion. Children who were not "looked after" immediately before being adopted, or made the subject of a child arrangement order or special guardianship order, will not be prioritised under this criterion.

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). Previously looked after children are children who were looked after but ceased to be so because they were

¹ This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 01 September 2021

adopted² (or became subject to a child arrangements order³ or special guardianship order⁴) 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.

2. Catchment: children living within the Academy's defined catchment as identified on the map of the catchment area (see *APPENDIX 1*).
3. Siblings: pupils whose brother or sister attends the Academy and are expected to continue to do so in the following school year. This also includes half-brothers/sisters and unrelated children living together as part of one household.
4. Partner primary schools: pupils not resident within the catchment area but attending a primary school within it. Partner primary schools are:

Bexton Primary School	Manor Park Primary School
Egerton Primary School	High Legh Primary School
Mobberley Primary School	Little Bollington Primary School
5. Children of staff members: provided they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
6. Distance: Pupils living nearest to the Academy measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from the school's coordinate point of the place of residence.

Late applicants received after the published deadline for the receipt of supporting information will be classified as late and processed after all on-time applications even if there is a good reason for the late submission.

In the event of two or more applications that cannot otherwise be separated, the Academy will use random allocation as a tie-break. This will be overseen by someone who is independent of the Academy (see *APPENDIX 2*).

The admissions criteria apply regardless of the Local Authority area in which pupils live.

5. Admission outside of normal age group

Parents may seek a place for their child outside of their normal age group. Parents who wish to seek admission on this basis should write to the Academy during the autumn term in the academic year of application, giving reasons and providing compelling professional evidence.

The Academy will make its decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the 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.

² Children who were adopted are those who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002.

³ Child arrangements orders (as defined in Section 8 of the Children Act 1989, amended by Section 12 of the Children and Families Act 2014) replace residence orders.

⁴ A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian (or special guardians) (as defined in section 14A of the Children Act 1989).

The Academy will also take into account the views of the head teacher of the child's present school.

When informing a parent of the decision on the year group the child should be admitted to, the Academy will set out clearly the reasons for the decision.

Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. Year 7 or Year 12) the Academy and the local authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible. The published admission arrangements and oversubscription criteria will be applied.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the Academy but it is not in their preferred age group.

6. Waiting list

Knutsford Academy will operate a waiting list for each year group. Where, in any year, Knutsford Academy receives more applications for places than there are places available, a waiting list will operate until one term after the start of the school year. Students will be offered places as they become available, following the over-subscription criteria.

7. Appeals

Where a student is not offered a place at Knutsford Academy their parent/carer may appeal to an independent appeal panel. A timetable for the management of appeals will be published on the website of the Academy Trust by 28th February of each year.

Appeals need to be submitted within 20 school days of notification that an application has been rejected. The appeals process will be fully compliant with the Schools Admission Appeals Code.

The Academy Trust will ensure that an Independent Appeals Panel is trained to hear admission appeals in accordance with statutory requirements. Full details of the appeals process will be forwarded on request.

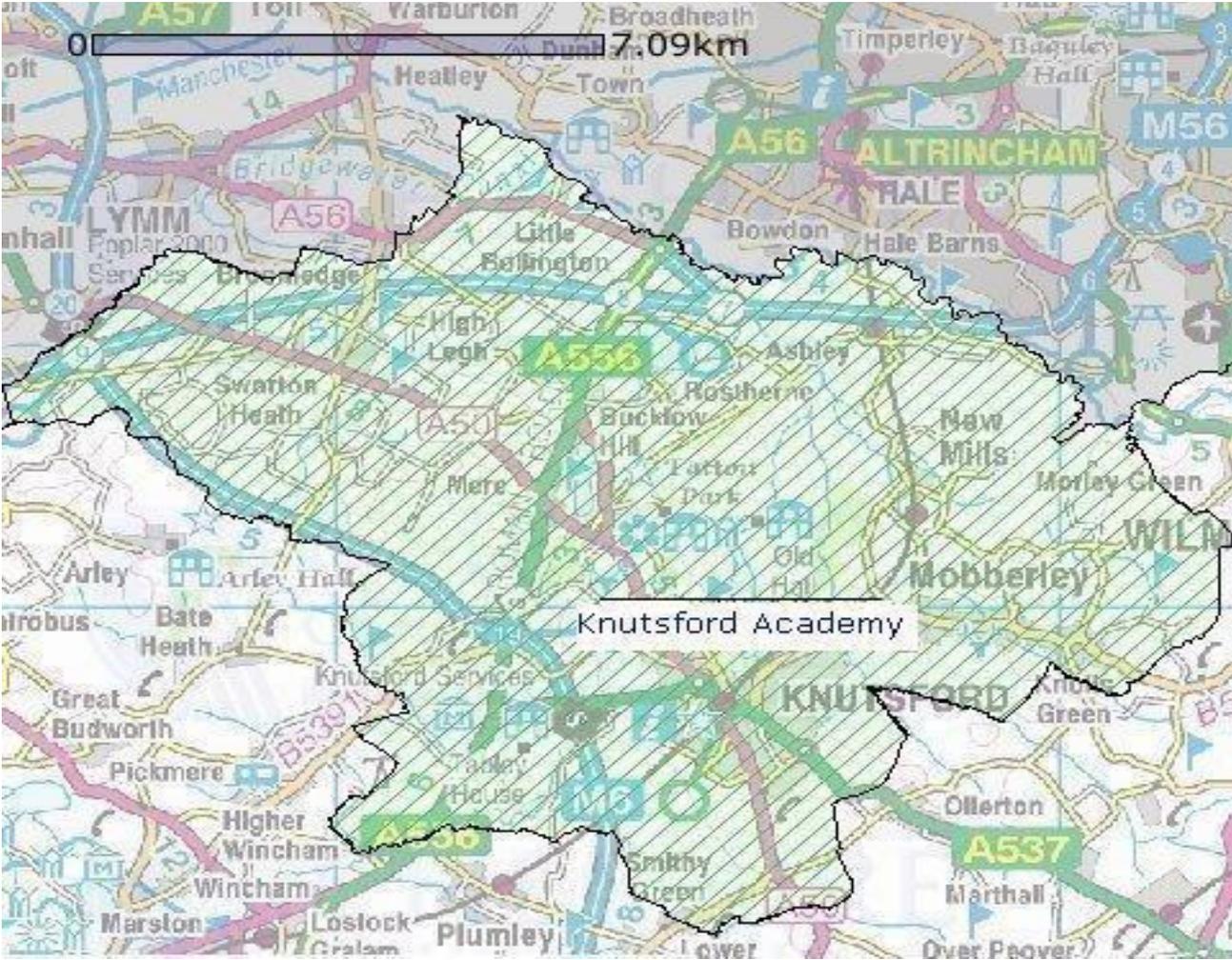
Post 16 (Years 12 and 13)

Where a student is not offered a place at the Academy **both** the student **and** their parent/carer may appeal to an independent appeal panel. A timetable for the management of appeals will be published on the website of the Academy Trust by 28th February of each year.

Appeals need to be submitted within 20 school days of notification that an application has been rejected. The appeals process will be fully compliant with the Schools Admission Appeals Code.

The Academy Trust will ensure that an Independent Appeals Panel is trained to hear admission appeals in accordance with statutory requirements. Full details of the appeals process will be forwarded on request.

APPENDIX 1 Map of Catchment Area



APPENDIX 2 - Over-subscription - Procedure for a Tie-Breaker

In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

DEFINITION OF ROLES

Independent Scrutineer (IS) – this is a person who ensures the process is carried out in a correct and transparent way. The IS must be independent of the school.

Admissions Officer (AO) – this is the headteacher / a governor from the school who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IS.

Person who makes the draw (P) – this must be a person independent of the school.

PROCESS TO BE FOLLOWED

This entire process is carried out in sight of, and under the scrutiny of, the IS

1. The AO allocates each pupil to be included in the draw a number and records it on the 'Random Allocation Cross Reference Sheet'. This is placed in a sealed envelope.
2. The AO prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
3. The AO folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
4. The AO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.
5. The AO records the first number drawn on the 'Random Allocation Record sheet'.
6. If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.
7. The AO then opens the previously sealed envelope containing the 'Random Allocation cross reference sheet' and records the numbers drawn on the 'Random Allocation cross reference sheet', marking clearly which child(ren) has(have) been allocated a place and which have not.
8. Once the process has been completed, the AO, IS and P should sign and date both the 'Random Allocation Record sheet' and the 'Random Allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.

RANDOM ALLOCATION RECORD SHEET

Date of Random Allocation: _____

Year Group _____

Number of places to be offered _____

Reason for random allocation: Twins/Triplets? Equidistant?

Number of applicants to be included in the random process _____

The 1st no. picked was: ? 2nd (if applic) ? 3rd (if applic)?

If further places can be offered further draws continue until all of the available places are allocated.

N.B. Which child is to be allocated as a result of the draw should be recorded on the 'Random Allocation cross reference sheet' by the AO after the draw has taken place.

Declaration:

I confirm that the random allocation process has been carried out in accordance with the School's Random Allocation Procedure.

Admission Officer (AO):

Print name here: _____

Sign name here: _____

Declarations:

I confirm that I am independent of the school named above and that the random allocation process has been carried out in accordance with the School's Random Allocation Procedure.

The Independent Scrutineer (IS):

Print name here: _____

Sign name here: _____

The person who makes the draw (P):

Print name here: _____

Sign name here: _____

RANDOM ALLOCATION CROSS REFERENCE SHEET

Date of Random Allocation: _____

Year Group _____

Number of places to be offered _____

To be completed by the AO after the draw has taken place

		<i>To be completed by the AO after the draw has taken place</i>	
Pupil Name	Number	Allocation order (1st, 2nd, N/A etc)	Place allocated? (Y or N)
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		

Declarations:

I confirm that the allocation recorded above is the correctly recorded result of the Random Allocation process.

Admissions Officer (AO):

Print name here: _____

Sign name here: _____

The Independent Scrutineer (IS):

Print name here: _____

Sign name here: _____

The person who makes the draw (P):

Print name here: _____

Sign name here: _____