

The 'Admissions Authority' referred to in the policy is Kings International College

1. General

- All state maintained schools operate individual admissions policies within a national framework. Consequently parents should read this Admissions Policy within the context of Surrey's co-ordinated admissions scheme and published guidance at www.surreycc.gov.uk
- The College will normally admit each year without reference to ability or aptitude the Planned Admission Number (PAN) of 150 students, who are aged 11+ or who have completed Year 6.
- In accordance with the DfE School Admissions Code, Kings International College operates an equal preference system. This means that the College considers all ranked preferences equally against its admissions criteria and informs Surrey County Council of those applicants, to whom places can be offered. Places are then offered by Surrey County Council on 1 March (or next working day).
- All available places will be offered. No places will be held back for late applicants who may move into the locality.
- In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place.
- Children who are the subject of an Education, Health and Care Plan (EHCP) naming Kings International College will be admitted. Since there is a separate process for the admission of students with an Education, Health and Care Plan Surrey County Council will send information at the beginning of the autumn term explaining the procedure in respect of a child's future placement. Advice is available from the Local Area Office.

2. Specific

If the number of applicants exceeds the Published Admissions numbers (PAN), the College is oversubscribed. In this circumstance, the following priorities will be used when offering places:

First Priority – Looked after children and previously looked after children

A looked after and previously looked after children will be considered to be:

- children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act

1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Second Priority – Exceptional arrangements

Occasionally there will be a very small number of children for whom exceptional arrangements will apply. These exceptional arrangements may override other admissions priorities and the Admissions Authority may apply them when they first offer places. Surrey County Council may ask the Admissions Authority to admit beyond the PAN at other times under this category.

What is an exceptional arrangement?

Medical and other reasons

All mainstream schools are expected to support children with the more common medical ailments and/or stress related symptoms. **If, when you complete your application, your child has a disability or a serious or life threatening medical condition which means that you feel that your child must go to Kings International College you must put this on the application form. This will only be considered if you attach medical evidence from a consultant doctor.** Please note that a letter from your GP will not normally constitute sufficient medical evidence. These requests for priority placements will be considered by a panel of the admissions authority, including where necessary advice from our own medical advisors. A priority placement will only be agreed if our medical advisors consider that it is **essential** for your child to attend Kings International College.

If there are sensitive family circumstances, perhaps involving support agencies (e.g. Social Services) these will also be considered but you must provide documented evidence and/or relevant reports at the time of application. If your child is the subject of an Education Supervision Order, or is permanently excluded from school, then exceptional circumstances may also give priority for a placement.

It is important that any exceptional circumstances as described above are shown on the application form when you apply and you **must** attach supporting written and/or documentary evidence. If you do not do this, **a priority placement will not be considered.**

Children with a disability

Applications for children with disabilities **who do not have a Education, Health and Care Plan** are treated in the same way as all other applications. If your child has a disability which you feel means that he or she must attend Kings International College, and you have identified Kings International College as your school, **you must state this on your application form and provide evidence of the disability at the time of application.**

Third priority – Brothers and Sisters (siblings)

After exceptional arrangements places will be offered to siblings. A sibling is defined as a brother or sister, or a half-brother or half-sister, adopted or fostered brother or sister or step brother or sister living as part of the same family unit at the same address, Monday to Friday who has a younger/older brother or sister attending Kings International College at the time of the sibling's admission. A sibling will be given priority for admission **only** if the younger/older brother or sister is on roll at Kings International College when the sibling is due to start.

If you wish your application to be considered under the sibling priority you **must** indicate that the child has a brother or sister already at Kings International College when the application/preference form is submitted and relevant details provided.

Fourth priority – Staff Members

Children of members of staff, employed at the school for two or more years at the time the application for admission to the school is made, and/or

The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Fifth priority – All other children

After allocation of places to priorities 1, 2, 3 and 4 places will be offered in order of distance from home to Kings International College i.e. applicants closest to the College will be offered places first, the distance is measured in a straight line from the address point of the pupil's address, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System. Where two or more children share priority for a place e.g. where two children live equidistant from the school, lots will be drawn to determine which child should be given priority. In the case of formal equal shared custody it will be up to the parents to agree which address to use. In other cases it is where the child spends most of the time.

In the event of over-subscription in any of the above categories, the offer of a place will be made on distance.

3. General

It is important to note that:

- Any parents intending to move into the Surrey Heath area must provide proof of permanent residency i.e. evidence of exchange of contracts, or a rental agreement that must operate for a minimum period of 12 months
- The home address as at the closing date for applications is used when allocating places. However, if contracts are exchanged on a new family home by the closing date, and as long as the applicant is able to offer proof of such exchange, the Admissions Authority will take account of the new address
- In a fraudulent application e.g. an incorrectly nominated address, the Governing Body reserves the right to withdraw a place in these circumstances. Disqualification will apply, even if a student has been offered a place, or has taken up a place, at Kings International College. In the latter instance, the parents may need to seek an alternative secondary school
- There is no system of contributory or feeder schools which gives priority for admission to Kings International College, nor is there any automatic transfer between schools. Admission to a particular Junior/Primary school does not guarantee admission to Kings International College
- Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort

Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the

same time that other families are applying for that cohort. If, in liaison with the headteacher, governors agree for the child to have an accelerated entry into the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort

- Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.'

The College will operate a 'waiting list' for any year group which is over-subscribed. The position of an applicant on the waiting list will be determined by reference to the 5 priority categories and the distance measurement procedure identified above. The waiting list will be maintained for a maximum of one year, commencing on the date on which the allocation of places is formally notified to parents. The Waiting List will be adjusted to take account of late in-year applications.