



# **Admissions Policy 2011/2012**

Life is either a daring adventure or nothing.  
- *Helen Keller*

**Kings College for the Arts and Technology:**

“Enriching Lives Through Learning; a culture of trust and an ethos of achievement.”



***We are a Voluntary-Aided school. This means we act as our own admissions authority. We do however, follow the advice and guidance of Surrey and work within the Equal Preference Scheme.***

## **The equal preference scheme**

The equal preference scheme is a framework for all admission procedures. It has been designed to offer parents more choice so that all your school preferences are equally considered at the same time.

### **How does it work?**

All applications for a particular school are put into order according to the oversubscription criteria in that school's policy. If all schools can offer a place, the authority will allocate the parent's first choice school. The other 2 schools on your application will be offered to someone else.

If none of your preferred schools can offer a place, the authority will allocate a school where places are still available. You can appeal if you are refused your choice of school.

All applications for places must also be made on the application form produced by the Local Authority in which the parent or carer lives. The application form can be obtained directly from that Local Authority, which is responsible for co-ordinating the allocation of all places at maintained schools in its area and for offering individual places on behalf of the school Governors. The Local Authority will also pass on any applications recorded on the form for places at schools in other Local Authorities. A Surrey online application is available from [www.surreycc.gov.uk](http://www.surreycc.gov.uk) .

For September 2011 our Published Admissions Number in Year 7 is 180. The Published Admissions Number for Year 12 will be 20. (This represents the number of students who will be admitted into the Sixth Form from other schools in addition to the much larger group continuing their study from Year 11 into Year 12).

In order to support high quality learning and to ensure a good balance of abilities in classes all applicants to this school take a standardised non-verbal assessment (NFER) placing each applicant in one of up to nine groups across the ability range. There is no pass or fail to the test. The following criteria are applied when our groups are full.

1. Children in Care - as required by Looked After Children Regulations 2007
2. Exceptional arrangements - as explained below
3. Preference will be given to students who have a sibling at the school **at the time of admission.**
4. After siblings have been accommodated, preference will be given to students who live the nearest distance of the College at the close of the admissions application date. The distance is measured in a straight line from the address point of the pupil's house, 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.

5. In all cases proof of address must be provided. In the case of our services families a letter from the Commander is acceptable.

### **Exceptional Arrangements**

As an inclusive school we recognise that there may be a small number of students for whom exceptional arrangements may apply and override the admission priorities described above. At Kings we recognise the every child matters outcomes and will endeavour to look at individual cases in accordance with our policy and Surrey Admissions Authority guidance.

1. Admission to the unit for students with physical disability will be in addition to the published admission number for the college, up to a total number on roll of 14, normally two students per year
2. Medical grounds - If at the time of the application the child has a serious medical condition necessitating attendance at the school, then this must be stated on the application form and will only be considered if it is supported by **substantive medical evidence from a consultant specialist doctor**. The Admission Authority may then consult with its own medical advisor. Priority placement is only agreed if attendance is considered as essential.
3. **Other** - If there are individual and compelling family circumstances, these may also be considered **at the time of application**. Documentary evidence and reports must be provided to support any such application.

### **Late Applications**

In the event of the College being oversubscribed, applications received after the closing date in October, which is published each year, will be relegated to the waiting list.

### **Waiting List**

In the event of there being more than 180 applications, the College will hold a waiting list for places. Waiting list places will be offered in line with the proposed criteria shown above should vacancies occur.

### **Parents' Right of Appeal**

Appeals are the responsibility of our governing body. Please contact the school directly in the first place if you would like to lodge an appeal, since we can let you know whether an appeal is likely to be necessary. The appeals system is operated independently of the school, and we aim to ensure that all appeals are heard by the end of June.

### **Admission at the start of Year 12 (Sixth Form)**

Each year, the school invites applications from students of Year 11 age who currently attend other schools, and wish to join the Sixth Form of Kings College. The school does this by, for example, advertisements in the local newspaper and surrounding area and by the publishing of an applications date for students wishing to join in the following September. The school will however consider applications when they are received; and places will be offered on the basis of negotiated programmes of study, and with careful reference to the applicant's current school. In addition to providing post-16 education for their own students, the school is keen to provide opportunities for further study at age 16 for new students, subject to the school's published admissions number.