

01<sup>st</sup> December 2024

### Consultation on admission arrangements for 2026/2027 – St Augustine Academy

I am writing to notify you of the upcoming consultation on St Augustine Academy's Admissions Policy. The consultation period will run for a period of six weeks from 06<sup>th</sup> December 2024; during this time, stakeholders are invited to express their views and any concerns about admission arrangements at the Academy.

In accordance with the DfE's 2021 statutory 'School Admissions Code' guidance, as a school we must consult on our admission arrangements when changes are proposed, and at least once every seven years.

The Academy is consulting to amend its admissions oversubscription criteria. We propose to add criteria which reflect the Academy's place as the Church of England Academy within the Diocese of Canterbury. Additionally, we are proposing to change the order of priority of the criteria. The proposed wording of the oversubscription criteria is as follows:

- Priority 1 - Defined Groups
- Priority 2 - Siblings of current students
- Priority 3 - Children of Staff current on a permanent contract
- Priority 4 - Children whose families attend a Church of England Church
- Priority 5 - Children currently attending one of our Church of England Feeder Schools
- Priority 6 - Children whose families are members of other Christian denominations
- Priority 7 - Distance

Please find the full policy and admissions arrangements attached. The applicable section can be found on page 5. A full version of the proposed changes to the admission arrangements, is available to view on the school website( [Admissions - St Augustine Academy](#)) or in hard form from reception, at the address above.

In accordance with statutory DfE guidance, the consultation will run for at least six weeks and, as an interested party, we are keen to hear your views on the proposed admission arrangements. Therefore, we invite you to participate in the consultation.

All responses to the consultation should be made in writing and submitted before 3.00pm on Thursday 16<sup>th</sup> January 2025 to [mblackford@saa.woodard.co.uk](mailto:mblackford@saa.woodard.co.uk). Please label the email's subject as "Admissions Consultation".

**Principal:** Steffan Ball  
St Augustine Academy,  
Oakwood Park, Maidstone,  
ME16 8AE 01622 752490  
[office@saa.woodard.co.uk](mailto:office@saa.woodard.co.uk)  
[www.saa.woodard.co.uk](http://www.saa.woodard.co.uk)



Please note that written responses should outline your personal details, including your name, address, and relationship to the school. You are also encouraged to provide feedback to Kent County Council here: [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk).

At the end of the consultation period, the Local Governing Body will meet to consider responses. The outcome of the consultation will be published on the school website as soon as possible following a decision being reached by the Local Governing Body. Hard copies of the final report will be made available on request to all respondents of the consultation.

For further information regarding the consultation process, please refer to our proposal document, copies of which can be located on the school website or in hard copy from our main reception.

Yours faithfully

*M Blackford.*

Mr M Blackford  
Assistant Principal

ADMISSIONS POLICY

2026/2027

Status	Statutory
Policy Author	Mike Blackford
Ratified by	Academy Council
Date Ratified	TBC
Review Cycle	Annually
Date of Next Review	TBC

This policy is due for review by the date shown above, after which it may become invalid. Policy users should ensure that they are consulting the currently valid version of the document

## CONTENTS

	Page
1. Introduction	3
2. Arrangements for Year 7 admission to the Academy in September 2026	3
3. Process of application	4
4. Consideration of applications	4
5. Notification of acceptance of places	7
6. Late applications	7
7. Arrangements for admissions to Post 16 provision	7
8. Arrangements for admitting pupils outside of the normal admissions round (in-year admissions)	8
9. Operation of waiting lists	8
10. Fair access	9
11. Children educated outside their chronological age group	9
12. Right of appeal to an Independent Appeals Panel for unsuccessful applicants	9

### 1. Introduction

Academies are responsible for setting their own admission arrangements. They must:

- Consult with all other schools in the locality, parents/carers and other interested stakeholders, including the local authority, if they wish to make a change.
- Consultation must not begin before 1 October, must be completed by 31 January and must last for at least 6 weeks.
- Must consult in any year if changes are proposed or as a minimum every 7 years.
- Have regard to the guidance from the Canterbury Diocesan Board of Education (CDBE) when constructing faith-based admission arrangements (para 1.38 Admissions Code)
- Consult with the CDBE about proposed admissions arrangements before any public consultation, including the local authority (para 1.38 Admissions Code) and as part of the required public consultation (para 1.47(f) Admissions Code).

The admissions policy must cover:

- The admission number for each year of entry
- Proposed over subscription criteria
- Tie-break arrangements
- Information about appeals
- The Admissions Policy must be published on the school website

St Augustine Academy is a thriving 11–16 Academy serving the students of Maidstone. Our vision is that ‘Together with God, every member of our Academy family is supported and shown compassion on their own learning journey to live life in all its fullness.’ We are an aspirational and inclusive community of learners, offering a wide range of enriching opportunities enabling all to contribute positively to society.

Our theologically rooted vision, the Academy’s values of Courage, Compassion and Community, along with the motto ‘Together with God we Achieve’ creates a foundation for all of our activities and interactions. These values guide our curriculum intent and implementation, ensuring that every member of our community feels valued and respected.

The main principle of admission to St Augustine Academy is to recognise our place as a designated Church of England Academy within the Diocese of Canterbury. We are a calm and purposeful learning environment, providing a broad and balanced education to young people within the 11-16 age range.

The Academy participates in the Local Authority (Kent) co-ordinated admissions scheme for applications for pupils to join Year 7 as part of the normal admissions round.

Applications for entry to Year 7 after the end of the normal admissions round (ending on 31st August) and applications for entry into Year 8 to Year 11 at any time will be processed as in-year applications and applications must be submitted directly to the Academy as it is its own admission authority and manages its own in-year admissions.

## 2. Arrangements for Year 7 admission to the Academy in September 2026

The admission arrangements for St Augustine Academy for the year 2026-27 and for subsequent years, subject to any changes approved or as required by the Secretary of State, are set out below:

- a) St Augustine Academy has an agreed Published Admission Number (PAN) 150 students.

St Augustine Academy may set a higher admission number than its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, St Augustine Academy will consult with the Local Authority, local secondary schools and other stakeholders as relevant.

## 3. Process of application

Applications for places at the Academy will be made in accordance with Kent County Council's co-ordinated admission arrangements. For the normal point of entry to schools, Kent resident parents will be able to apply for their child's school place using a Secondary Common Application Form (SCAF) online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola). Kent County Council cannot accept multiple applications for the same child. Kent County Council will take all reasonable steps to ensure that every parent resident in the Kent County Council area who has a child in their last year of Primary education knows how to apply for a school place by completing a SCAF online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or on paper, and has access to a written explanation of the co-ordinated admissions scheme. Parents will be asked to accept any offer of a place at St Augustine Academy.

St Augustine Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which will fit in with the common timetable agreed by the Local Authority.

- **September/October:** St Augustine Academy will provide opportunities for parents to visit the Academy.
- **October:** Application deadline in October. Applications made online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola). The L.A. sends list of applications received to the Academy for over-subscription ranking by the Academy.
- **March:** The L.A. send list of applicants to be offered a place at the Academy.
- **March:** The L.A. sends offers via email on behalf of the Academy as part of the national scheme of coordination. The Academy sends out letter to parents, confirming offer and requesting confirmation of acceptance.
- **March:** Parents must inform the Academy whether they accept or refuse the offered place.
- **March:** Any appeals for places at a school named on your application but were not offered need to be lodged by this date. Please see our website for more information.
- **April to June:** Appeals are heard. Any vacant places will be reallocated.

#### 4. Consideration of applications

St Augustine Academy will consider all applications for places. Where fewer than the published admission number (PAN) for any relevant age group are received, the Academy will offer places to all those who have applied.

Applications received after the deadline in October will only be considered following those applications which have been submitted on time.

Where the number of applications for admission is greater than the PAN, applications will firstly be considered against the over-subscription criteria set out below:

##### Priority 1 - Defined Groups

- a. Children with an Education Health Care Plan (EHCP) where St Augustine Academy is named on the EHCP;
- b. 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.
- c. 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.
- d. 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.

##### Priority 2 - Siblings

Children with brothers or sisters who are attending the Academy in Years 7 to 11 at the time the application is received and are living at the same address (see Notes 1 and 2).

##### Priority 3 - Children of Staff at the Academy

Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a) 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
- b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

#### Priority 4 - Children from Church of England Families

This is a child and at least one parent who worships at a Church of England church at least monthly, and who has sustained this pattern of commitment for at least two years up to the time of application.

#### Priority 5 – Children currently attending Church of England Feeder Schools

Children currently attending the listed Church of England feeder primary schools at the time of application.  
Note 6.

#### Priority 6 - Children whose families are members of other Christian denominations

Other Christian denominations are denominations that are members of Churches Together in England or the Evangelical Alliance. This evidence must be provided by completion of the Supplementary Information Form by the child's parents/carers, endorsed by a minister or faith leader of the faith community where the family normally attends. If the family has moved very recently, the form can be signed by a minister or faith leader at their previous place of worship.

#### Priority 7 – Distance

**Nearness of children's homes to school** – For children for whom priorities 1-6 do not apply, 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. 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.

#### Prioritising applications within the Priority criteria

In the case of oversubscription in any of the Priority criteria (apart from Priority 1), priority of placement is given to applicants on the basis of proximity, with those living closest receiving higher priority. Distance is measured in accordance with Note 3.

#### Tie-Break

In the event of two or more applications that cannot otherwise be separated, the school will use random allocation as a tie-break, except in the case of sibling applicants from the same address when all will be offered places. Should a tie break be required it will be conducted independently. The random allocation will be via the drawing of lots by an independent party.



**Note 1: Siblings**

For these purposes, brothers and sisters must be living at the same address as the child. Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house. This includes siblings in Years 7-11 at the time of application.

**Note 2: Home address**

For admission purposes, the home address is where the child usually lives with their parent or carer. An address given which is of a child-minder or relative, or renting a property for a short period of time, could be considered as using a fraudulent address.

Only one address can be used on an application for a school place. Proof of residence, for example from utility bills or similar, can be requested at any time throughout the admissions process.

A child's permanent home address is where they normally live and sleep and travel to school from. Where shared care arrangements are in place, both parents must agree which address will be used on the application and this will be the address at which the child lives for the greater part of the school week.

If no joint declaration is received by the closing date for applications, the academy will determine which address will be used, based on where the child spends the majority of the school week. In such instances, we will use community school term dates to calculate this split, excluding school holidays. In the event that a child spends an equal number of days at both addresses, the academy will use the address that is closer to the school that is named as the child's first preference.

When an offer is made, it will be assumed that the child's address is the same in the following September as we have on record. If you plan to move house, you must still give your current address. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school

**Note 3: Temporary site**

If the school has to move to a temporary site for any reason, such as the building being damaged by fire, we will continue to base our distance measurements to the measurement point set out in Note 3.

#### **Note 4: Church of England Feeder Schools**

Archbishop Courtenay CE Primary School,  
Ditton CEJ School  
Harrietsham CEP School  
Hunton CEP School  
Laddingford St Mary's CEP School  
Leeds & Broomfield CEP School  
Snodland CEP School  
St John's CEP School, Maidstone  
St Mark's CEP School, Eccles  
St Michael's CEJ School, Maidstone  
St Peter's C of E Primary School  
Ulcombe CEP School  
Wateringbury CEP School  
Yalding St Peter & St Paul CEP School

#### **6. Notification and acceptance of places**

In accordance with the Kent coordinated Admissions Policy, on 3<sup>rd</sup> March, the Local Authority will make the formal offer of a place to parents and carers on behalf of the Governing Body of the Academy. Parents and carers must contact the Academy to confirm acceptance of the offered place by the published date. This will in no way affect the rights of parents and carers to appeal for a place at another school.

#### **7. Late applications**

Late applications shall be considered after any applications made on time.

#### **8. Arrangements for admitting pupils outside of the normal admissions round (in-year admissions) years 7 to 11**

Applications for entry to Year 7 after the end of the routine admissions round (ending on 31st August) and applications for entry into Year 8 to Year 11 at any time will be processed as in-year applications and applications must be submitted directly to the Academy as the school is its own admission authority and manages in-year applications directly.

If there are no students on the waiting list for the relevant year group, then the Academy will admit the student if there is space. If no space is available, the Academy will place the student on the waiting list.

If there is a waiting list for the relevant year group, new applicants will be placed on that waiting list in the position determined by applying the oversubscription criteria (below. For further detail refer to section 5, page 5). Students will be admitted from the waiting list in order if space becomes available.

- Priority 1 - Defined Groups
- Priority 2 - Siblings of current students
- Priority 3 - Children of Staff
- Priority 4 - Children whose families attend a Church of England Church
- Priority 5 - Children who attended one of the Church of England Feeder Schools
- Priority 6 - Children whose families are members of other Christian denominations
- Priority 7 - Distance

Parents/carers whose application is turned down shall be entitled to the right to appeal.

Please contact At Augustine Academy admissions either by telephone on 01622 752490 or email: [Office@saa.woodard.co.uk](mailto:Office@saa.woodard.co.uk). Additional information can also be found on the admissions page of our website.

## 10. Operation of waiting lists

### Admissions into Year 7

In the case of oversubscription, waiting lists are created using the criteria as stated above. This waiting list is maintained until the last day of the Autumn Term. From the start of the Spring Term a new waiting list will be created and kept. Parents wishing to remain on the waiting list for the Spring Term must contact the school by the end of the Autumn term, stating their wish to remain on the waiting list and providing their child's name, date of birth and the name of the child's current school. The children on this Spring waiting list will be ranked according to our admission criteria.

### Admissions into Year 8 to Year 11

Waiting lists for in-year applications will be maintained by the Academy in accordance with The School Admissions Code and our admission policy and oversubscription criteria. The School Admissions Code prohibits waiting lists from being ordered by date of application or length of time on the list. A child's position may change on the waiting list as other children join or leave the list.

Positions on the waiting lists may go up or down due to student withdrawals or new or revised applications received; therefore waiting lists will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a change to an applicants circumstances will affect their priority
- when parents respond to periodic requests to see if they wish to remain on the waiting list

Parents will receive regular contact to see if they wish to remain on the list. Where no response is received, the child's name will be removed from the waiting list.

We do not give out information regarding which position a child is on the waiting list.

All waiting lists for all year groups will be cancelled at the end of the academic year.

Children who are the subject of a direction by the Secretary of State for Education to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

## **11. Fair Access**

Applications are considered under Fair Access Protocol for students who are seeking a school place outside of the normal admission round, who are not already on the roll of a school and who fall under one or more specific categories.

This includes the Local Authority taking into account their responsibility to ensure that no school, including one with available places, is asked to admit a disproportionate number of children considered vulnerable or challenging, particularly those who have been excluded from other schools, or who have challenging behaviour. This is to protect against situations where offering a place would prejudice the provision of effective education and the efficient use of resources, which would be contrary to Section 411(3)(a) of the Education Act 1996.

St Augustine Academy participates fully in the Local Authority Fair Access Protocol.

## **12. Children educated outside their chronological age group**

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria shall apply.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants.

## **13. Right of appeal to an Independent Appeals Panel for unsuccessful applicants**

Unsuccessful applicants have the right to appeal against the decision not to offer a place. Appeals are dealt with in accordance with The School Admissions Appeals Code. All appeals which must be lodged in writing are heard by an independent panel. Parents/carers can obtain appeal forms and details of the appeals process with key dates online at [Appeal a school offer - Kent County Council](#).

If parents/carers decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible and parents/carers will have the opportunity to put forward their case and ask questions. If the appeal is refused, the Local Academy Council will not consider a further appeal for admission to the Academy in the same academic year, unless there is a significant material change in circumstances of the parent or child or the Academy.

Call [03000 41 42 22](tel:03000414222) or email [appeals@kent.gov.uk](mailto:appeals@kent.gov.uk) for support

**SUPPLEMENTARY INFORMATION FORM FOR SECONDARY ADMISSIONS FOR SEPTEMBER**

Would parents kindly complete the relevant sections and to return to: Admissions, St Augustine Academy, Oakwood Road, Maidstone, Kent ME16 8AE.

Child's Full Name	
-------------------	--

Date of Birth	
---------------	--

Home address and Post Code:

**Parent/Carer**

First Name (s):			
Surname: Mr/Ms/Miss/Mrs/Dr/Other			
Address (if different from above):			
Telephone Number:		Relationship to Pupil	
Email address:			

First Name (s):			
Surname: Mr/Ms/Miss/Mrs/Dr/Other			
Address (if different from above):			
Telephone Number:		Relationship to Pupil	
Email address:			

**Church**

Name of Church normally attended by child	
Name of Clergy	
Address	

*If you or your child have not been a member of the above church for more than 24 months, please include details of your previous church in the space provided over the page.*

	Yes	No
<p>1. Defined Groups</p> <p>Is your child either:</p> <p>a. A child with an Education Health Care Plan (EHCP) where St Augustine Academy is named on the EHCP;</p> <p>b. A Looked After Child in public care at the time when preferences are expressed and is still expected to be in public care when admitted to the Academy;</p> <p>c. Previously Looked After Child who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) as defined in the School Admissions Code 2021, paragraph 1.7</p>		
<p>2. Siblings of current students</p> <p>Does your Child have a sibling who is attending the Academy in Years 7 to11 at the time the application is received and are living at the same address?</p> <p>Name of sibling: _____ Year Group: _____</p>		
<p>3. Children of staff</p> <p>Are either of the parents or carers of the child members of staff at the Academy that are either:</p> <p>a) 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</p> <p>b) Been recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.</p> <p>If yes please confirm the full name and employment start date here:</p> <p>_____</p>		

<p>4. Children from Church of England Families</p> <p>Does your child and at least one parent or carer worship at a Church of England church at least monthly, and have sustained this pattern of commitment for at least two years up to the time of application?</p> <p>If you have ticked yes, please ask your Vicar or other senior figure in your Church community to complete the Reference for Faith Membership attached to this form.</p>		
<p>5. Children who attended one of the Church of England Feeder Schools</p> <p>Does your child attend one of our Church of England Feeder Schools?</p> <p>If yes please state school name here: _____</p>		
<p>6. Children whose families are members of other Christian denominations</p> <p>Has your child and at least one parent/carer been a committed member of another Christian denomination for at least 2 years?</p> <p>If you have ticked yes, please ask your Priest, minister or other senior figure in your faith community to complete the Reference for Faith Membership attached to this form.</p>		

## Reference for Faith Membership

St Augustine Academy gives a degree of priority in admissions to children of families who are committed members of the Church of England or of other Christian denominations. We define committed as meaning that the child and at least one parent or carer that has attended worship at least monthly and who has sustained this pattern of commitment for at least two years up to the time of application.

The purpose of this reference is for that practice to be confirmed by a Vicar, Priest, Minister or other senior figure within the faith community. Attending another church or faith centre can be included as part of these two years if the referee is satisfied of such participation in that other faith community.

Name of child:	
Name of Parent(s)/Carer(s):	
Address:	

I confirm that the child and parent/carer names above have been active participants in worship or communal prayer services or activities within our church or faith community for at least two years prior to the date that this reference is being completed.

Yes	No
-----	----

Signed:	
Full name of referee:	
Position in church or faith centre:	
Name and address of church or faith centre:	
Email or mobile contact number:	

Please comment below, if appropriate, only to clarify participation in worship or other church activities over the last two years:

*Please return this form to the Parent/Carer who will send it to the Admissions Officer at the Academy*