



# The Skinners' Kent Academy

## Admissions Policy

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Reviewed by:	SKA LGB

## The Skinners' Kent Academy

### Admissions Policy

The admissions policy of The Skinners' Kent Academy is contained in "Annex B" of the Funding Agreement between the Secretary of State and the Academy. Annex B to the Funding Agreement is attached as an appendix to this document.

Annex B of the Funding Agreement may be amended by agreement between the Secretary of State and the Academy. In the event of such a change, the revised Annex B will be appended to this policy.

## **ANNEX B**

### **THE ADMISSION OF STUDENTS TO THE SKINNERS' KENT ACADEMY**

#### **GENERAL**

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Academy.
2. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families ("the Codes") as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to "admission authorities" shall be deemed to be references to the governing body of the Academy.
3. Notwithstanding the generality of paragraph 2 of this Annex B, the Academy will take part in the Admissions Forum set up by the Kent County Council, hereafter referred to as the LA, and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local In-Year Fair Access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
  - (a) direct the Academy to admit a named student to The Skinners' Kent Academy, hereafter referred to as 'the Academy', on application from a local authority. Before doing so the Secretary of State will consult the Academy;
  - (b) direct the Academy to admit a named student to the Academy if the Academy has failed to act in accordance with this Annex B or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
5. The Academy shall ensure that appropriate persons will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Independent Appeal Panel will be independent of the Academy. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
6. The Academy shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy may, if it chooses, enter into an agreement with the LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.
  - 6A In paragraphs 5 and 6 above, 'relevant children' means:
    - (a) in the case of appeals for entry to a sixth form, the child, and;

- (b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

### **Relevant Area**

- 6B Subject to paragraph 6C, “relevant area for consultation” means the “Relevant Area” determined by the local authority for maintained schools in the area (in accordance with the meaning of “Relevant Area” within the School Admissions Code).
- 6C If the Academy does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August for a determination, setting out the reasons for this view.
- 6D The Secretary of State will consider the Academy’s application and will by 30 September either:
  - (a) determine the area for consultation; or
  - (b) determine that the meaning within paragraph 8 should apply.
- 6E The Secretary of State may consult the local authority before making such a determination.
- 6F Within 14 days of the Secretary of State’s determination, the Academy will notify the consultees listed in paragraph 7 of the determination.
- 6G In the event of a paragraph 6D(a) determination, a map of the relevant area (or a list of post-codes) will be attached as an appendix to this annex B.

## **ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

7. The Academy shall consult the following parties on the Academy's proposed admission arrangements for a minimum of eight weeks between 1 November and 1 March in the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. by March 2026 for admissions in September 2027, ("Determination Year"):
- (a) The LA.
  - (b) The admission forum for the LA.
  - (c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA.
  - (d) Any other governing body for primary and secondary schools (as far as not falling within paragraph (c) located within the relevant area for consultation.
  - (e) Affected admission authorities in neighbouring local authority areas.
  - (f) Parents living in the relevant area for consultation of children between the ages of two and eighteen and who are or will be eligible to apply to be admitted to the Academy.
  - (g) Community groups which the Academy considers relevant.
  - (h) Teaching unions if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

- 7A From 2015-2017 and for subsequent years there will be no requirement to consult in line with paragraph 7 in any year where the following conditions are met:
- a) the admission arrangements were consulted upon in one or both of the previous two years; and
  - b) there have been no changes, or proposed changes, since the last consultation.

As soon as any changes are made to arrangements, the consultation cycle in paragraph 7 must be followed for the next determination year.

### **Academy Determination of Admission Arrangements**

8. The Academy will consider comments made by those consulted in accordance with paragraph 7, including any requests to amend the proposed admissions number, before determining the admissions arrangements for the Academy.

9. The Academy will determine the Academy's admission arrangements annually by 15 April of the Determination Year and notify those required to be consulted in accordance with paragraph 7 what has been determined within 14 days of that decision being made. This applies even in years when consultation is not required.

#### **Representations about admission arrangements**

10. Where the Academy has determined the Academy's admission arrangements and notified all relevant consultees listed in paragraph 7, if any of those bodies object to the Academy's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

#### **Secretary of State's Consent for Changes to Admissions Arrangements**

11. Where the admissions arrangements determined in a Determination Year in accordance with paragraph 9 are different from the admissions arrangements currently in existence for the Academy, the Academy shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admissions arrangements.

#### **Secretary of State's Power to Accept, Modify or Reject Admissions Arrangements**

12. Where the Secretary of State has received any representations made in accordance with paragraph 10, the Secretary of State must consult the Academy on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Academy amends the proposed admissions arrangements for the Academy. The Academy shall comply with any such direction.
13. Where the Secretary of State has received an application made in accordance with paragraph 11 to consent to any amended admissions arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. The Academy must comply with any such direction.

#### **Publication of Admission Arrangements**

14. The Academy shall each Determination Year publish The Skinners' Kent Academy's agreed admission arrangements by:
- (a) copies being sent to the persons in paragraph 7;
  - (b) copies being sent to primary and secondary schools in the LA's area;
  - (c) copies being sent to the offices of the LA;
  - (d) copies being made available without charge on request from the Academy;
  - (e) copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents/carers and other persons;

- (f) a copy being uploaded to the Academy's website.
15. The published admissions arrangements will set out:
- (a) the name and address of the Academy and contact details;
  - (b) a summary of the admissions policy, including full oversubscription criteria and any arrangements for post-16 admission;
  - (c) a statement of any religious affiliation if relevant;
  - (d) numbers of places and applications for those places in the previous year; and
  - (e) arrangements for hearing appeals.

**Proposed Changes to Admission Arrangements by The Skinners' Kent Academy After Arrangements Have Been Published**

16. Subject to paragraph 17, once the Academy's admission arrangements have been determined for a particular year and published, the Academy will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:
- (a) the Academy has consulted those who are required to be consulted under paragraph 7 above on the proposed variation;
  - (b) following such consultation, the Academy has applied to the Secretary of State to approve the change setting out:
    - i) the proposed change;
    - ii) reasons for wishing to make such change;
    - ii) any comments or objections to the proposal from those consulted; and
  - (c) following such application, the Secretary of State has provided his consent to the proposed variation.
17. The Academy shall, following the prior written agreement or direction of the Secretary of State, vary the Academy's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.
18. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 16 or 17 above must be published on the Academy's website and be communicated within 7 days to those persons who must be consulted under paragraph 7.
19. The Academy must make arrangements for a parent/carer of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the

Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

20. Where a representation is made in accordance with paragraph 19, the Secretary of State may, after consulting the Academy, direct that the Academy modify its arrangements for the admission of students to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Academy must comply with any such direction.
21. Records of applications and admissions to the Academy shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

## **PROCEDURE FOR ADMITTING STUDENTS TO THE ACADEMY**

### **Admissions Number**

22. Subject to any changes approved or required by the Secretary of State, the Academy has the following agreed admissions numbers for the year **2026/2027**.
  - (a) 180 in Year 7.
  - (b) 125 in Year 12 ).

For **2026/2027** the Academy will admit all children offered a place in Year 7 through the local co-ordination of admissions, where they fulfil the Admissions Criteria, up to PAN.

23. In any specific year, the Academy may set a higher admission number than the Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 7. Students will not be admitted in any year group above the published admissions number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

23A If the Academy admits a total of 26 pupils in excess of its admission number in any 3-year period it will determine a higher admission number, after consulting those bodies listed at paragraph 7.

### **Process of Application**

24. Arrangements for applications for places at The Skinners' Kent Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Secondary Common Application Form provided and administered by the relevant local authority.
25. The Academy will use the following timetable for applications to The Skinners' Kent Academy each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable within Kent as agreed by the Kent Admissions Forum, Kent County Council, local schools and other local Academies.



***The following is an example timetable for secondary co-ordination:***

- (a) By September - The Academy will publish on The Skinners' Kent Academy's website information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2025 for admission in September 2026). This will include details of open evenings and other opportunities for prospective students and their parents/carers to visit The Academy. Dates for primary co-ordination will be different and will be set out in Kent County Council's composite admissions prospectus annually. There will also be the opportunity for the parents of prospective primary pupils to visit the school and dates will be set out on the Academy's website. The Academy will also provide information in relation to The Skinners' Kent Academy to the LA for inclusion on the Academy's website, as required;
- (b) September/October - The Academy will provide opportunities for parents/carers to visit the Academy;
- (c) October – Secondary Common Application Form to be completed and returned to the student's home LA to administer;
- (d) December - Kent LA sends The Skinners' Kent Academy applications to the Academy;
- (e) January - Academy sends list of students to be offered places at the Academy to Kent LA;
- (f) February - the LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents;
- (g) March offers made to parents/carers.

25A From 2015-16 there has been a national closing date for applications as follows:

31 October for secondary applications;

The Academy will ensure its application processes enable parents/carers to apply before these deadlines.

**Consideration of Applications**

- 26. The Academy will consider all applications for places at The Skinners' Kent Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places at the Academy to all those who have applied.

**Procedures where The Skinners' Kent Academy is over-subscribed**

- 27. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with an Education, Health and Care Plan (EHCP) where The Skinners' Kent Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

(a) Children in public care<sup>1</sup>

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, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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) Compelling medical or other exceptional social reasons for attending the school. Robust and documented social, medical or psychological evidence must be provided in support, from an appropriate independent registered professional such as a social worker, hospital consultant, GP or health visitor at the time of the original application, and must set out why the Academy is the only school that can meet the young person's needs or circumstances;

**All correspondence will be treated as private and confidential**

(a) Admission of students whose siblings currently attend The Skinners' Kent Academy and who will continue to do so on the date of admission. (Note; the term 'sibling' includes full- half-, and step-siblings and those living as siblings in the same family unit on the roll of The Skinners' Kent Academy);

(d) Children on roll at Skinners' Kent Primary School on 1 September of the academic year in which a secondary school application is made;

(e) Children of staff employed by -The Skinners' Kent Academy

Admission to children of staff employed by The Skinners' Kent Academy in either or both of the following circumstances:

- a. Where the member of staff has been employed by The Skinners' Kent Academy for two or more years at the time at which the application for admission to the secondary school is made, and/or
- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

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<sup>1</sup> An adoption order is an order under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 and amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian(s). 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.

(f) Admission of students, on the basis of proximity to the school using a straight-line measurement.

The Academy uses the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the Academy, 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 Academy as specified by NLPG. The same address point on the Academy site is used for everybody. When we apply the distance criterion for the Academy, these straight-line measurements are used to determine how close each applicant's address is to the Academy. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

(Further information about how distances are measured and how students living in blocks of flats will be treated for the purpose of distance measurement is also available from the local authority booklets. They will also clarify definitions of permanent/main residence where students live in different locations through joint custody arrangements.)

(g) Tie-Breaker

In the event of a tie-break situation, distance as detailed under (f) above, will be used. In the unlikely event there are two or more applications of equal eligibility for the last remaining place at the Academy a random selection will be applied and independently verified.

Note: The Governing Body of The Skinners' Kent Academy will monitor the pattern of applications to the Academy and the profile of those students admitted, and will keep under review the option and potential benefits of introducing "Fair Banding" as an over-subscription criteria in the future. Before adopting banding the Academy will consult the bodies in paragraph 7 and seek the Secretary of State's approval.

### **Right to Withdraw a Place**

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- a. When a parent has failed to respond to an offer within a reasonable time; or
- b. When a parent has failed to notify the school of important changes to the application information; or
- c. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

### **Post 16 transfer criteria**

28. The Academy will operate a sixth form for a total of 250 students. 125 places overall will normally be available in Year 12. The Governing Body of The Skinners' Kent Academy will publish specific criteria in relation to minimum academic entrance requirements for the sixth form based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and any external transfers and will be subject to consultation with those in paragraph 7 above but all internal applicants who meet the academic eligibility criteria will be allowed to enter the 6th form, even if this number is greater than the planned admissions number.

In addition to the sixth form's minimum academic entry requirements students will need to satisfy minimum entrance requirements to the courses for which they are applying. If students fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

The academic entry criteria will be published in the autumn, immediately preceding the year of admissions (that is Autumn 2025), for September 2026 admissions. The criteria will be included on the Academy's website and within the Local Authority composite admission prospectus.

From **September 2026**, where fewer than 125 of the Academy's Year 11 students progress to Year 12, vacant places will be offered to external applicants meeting the Academic entry requirements up to a maximum year group size of 125 in Year 12.

Where there are more eligible external applicants for any available sixth form places than places available, after the admission of students with Special Educational Needs, where the Academy is named on the Statement, the oversubscription criteria in paragraph 27(a)-27(d) above will be applied to determine who is admitted.

29. There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and external applicants refused admission.

#### **Operation of waiting lists**

30. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year The Skinners' Kent Academy receives more applications for places than there are places available, a waiting list will operate for Years 7 and 12 until 31 December following the start of the school year in September. This will be maintained by the Academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
31. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 27, or for post-16 paragraph 28 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

#### **Arrangements for Admitting Students to Other Year Groups, Including To Replace any Students Who have Left the Academy**

32. The Skinners' Kent Academy will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect the Academy's right to determine which applicants have priority for admission.  
  
32A 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 in paragraph 27 or for post-16 places, paragraph 28, shall apply. Parents/carers whose application is turned down shall be entitled to

appeal.

### **33. Admission Applications for Children to be Taught Outside their Expected Year Group**

Requests for admission outside of the expected Year Group for the child's age should be made to the Admissions Manager at the Academy. The Academy will take into account the parent's views, information about the child's academic, social and emotional development, and whether they have previously been educated out of their normal age group. Parents are not expected to provide evidence to support their request, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the Academy's ability to agree to the request.

Parents are required to complete an application for the normal year of entry at the same time, in case their request is declined.

Parents do not have a right of appeal if they have been offered a place and it is not in their preferred age group for their child.

#### **Fair Access Protocol (FAP)**

The Skinners' Kent Academy will participate in Kent County Council's In-Year Fair Access Protocol (IYFAP) for the area.

#### **Appeals**

Parents/carers have the right to appeal an admission decision in front of an independent panel.