

Admissions Policy for Kings International College for Business & the Arts Academic Year 2012/2013

The 'Admissions Authority' referred to in the policy is Kings International College for Business & the Arts

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 the current Surrey Local Authority booklet 'Information on School admissions and Transfers'.
- 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 Code of Practice on Admissions, Kings International College operates an equal preference system. This means that the College considers all ranked preferences equally against its admissions criteria and informs the Surrey Local Authority of those applicants, to whom places can be offered. Places are then offered by Surrey Local Authority on the date specified annually in the above booklet.
- All available places will be offered. No places will be held back for late applicants who may move into the locality.
- Children who are the subject of a statement of special educational needs naming Kings International College will have priority for a place. Since there is a separate process for the admission of students with a statement of special educational needs, Surrey Local Authority 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 PAN, the College is oversubscribed. In this circumstance, the following priorities will be used when offering places:

First Priority – Looked after children

Children who are registered as being in the care of the local authority, for example, fostered or living in a children's home.

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. The Local Authority 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 and not just the school of your first ranked preference 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 of life threatening medical condition which means that you feel that your child must go to Kings International College for Business & the Arts 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. We will then consult 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 for Business & the Arts.

If there are sensitive family circumstances, perhaps involving support agencies (e.g. Social Services) these will also be considered by 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 statement of special educational needs** 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 for Business & the Arts, and you have identified Kings International College for Business & the Arts as your first ranked 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 child who has an older brother or sister attending Kings International College for Business & the Arts at the time of the younger sibling's admission. A younger sibling will be given priority for admission **only** if the older brother or sister is on roll at Kings International College for Business & the Arts when the younger 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 for Business & the Arts when the application/preference form is submitted and relevant details provided.

Fourth priority – All other children

After allocation of places to priorities 1, 2 and 3 places will be offered in order of distance from home to Kings International College for Business & The Arts i.e. applicants closest to the College will be offered places first, as measured by a straight line drawn from the centre of the main entrance of the Watchetts Drive site *to the centre of the property of the applicant*.

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
- A fraudulent application e.g. an incorrectly nominated address will immediately disqualify the application. Disqualification will apply, even if a student has been offered a place, or has taken up a place, at Kings International College for Business & the Arts. 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 for Business & the Arts, nor is there any automatic transfer

between schools. Admission to a particular Junior/Primary school does not guarantee admission to Kings International College for Business & the Arts.

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 4 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.