



**KINGS
COLLEGE**
GUILDFORD

Admissions Policy

2017/2018

Kings College Guildford
“An uncompromising commitment to excellence”

POLICY REVIEW AND AMENDMENT LOG

Next review date: For Consultation - Autumn 2015

Reviewed By:	Review Date	Reviewing Governor	Date Approved by Governing Body
Tracy Ward	January 2010	Vanessa Scott	15 th March 2010
Gary Rogers	November 2011/May 2012/July 2012	Chris Howard	
Danny Heaton	25 th June 2013	Les Ames	July 2013
Kate Carriett	May 2014	Matthew Armstrong	LGB 2 December 2014



Admissions

1. INTRODUCTION

Kings College Guildford has academy status and is a school within the GEP multi academy trust. This means we act as our own admissions authority. We do however, follow the advice and guidance of Surrey County Council and work within the Equal Preference Scheme.

2. 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 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 our school's policy. If all schools can offer a place, the authority will allocate the parent's first choice school.
- If none of the preferred schools can offer a place, the authority will allocate a school where places are still available. Parents can appeal if they are refused their choice of school.
- All applications for places must 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.
- For September 2016, our Published Admissions Number in Year 7 is 180. The Published Admissions Number for Year 12 will be 50. (This represents the number of students who will be admitted into the Sixth Form from other schools in addition to the group continuing their study from Year 11 into Year 12).
- When Kings College is over-subscribed, applications for entry in 2016/17 will be ranked in the following order:
 - First Priority: Looked After and Previously Looked After Children

- Second Priority: Exceptional arrangements –as explained below
- Third Priority: Siblings at the College **at the time of admission**. A Sibling will be considered to be a brother, sister, half-brother, half-sister, step-brother, step-sister or an adoptive or foster sibling living at the same address.
- Fourth Priority: Students who live the nearest distance to 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. In all cases proof of address must be provided. In the case of our services families a letter from the Commander is acceptable.

3. 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 that every child matters and will endeavour to look at individual cases in accordance with our policy and Surrey Admissions Authority guidance.

- Admission for students with physical disability are included as part of the published admissions number for the College. We have provision for the needs of physically disabled students through our Physically Disabled Centre to a maximum number of fourteen on roll at any one time, normally admitting two per year.
- Medical grounds - If at the time of the application the student 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 evidence must confirm the circumstances of the case and set out why the child should attend Kings College and why no other school could meet the child's needs. The Admission Authority may then consult with its own medical advisor. Priority placement is only agreed if attendance is considered as essential.
- 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.
- **Tie-Breaker:** Where two or more children share a priority for a place, e.g. where two children live equidistant from the school and only one place remains, Surrey County Council (on behalf of Kings College) will draw lots to determine which child should be given priority.
- 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. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by the drawing of lots.

4. 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.

5. 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 considered after the applications that were submitted on time have been processed. If there are still places remaining after the allocation to on time applicants these will be offered to late applicants and offered on the national offer date before the creation of a waiting list.

Late applications will be considered in accordance with the Home Local Authority's coordinated admissions scheme.

6. PARENT'S RIGHT OF APPEAL

Parents who are unsuccessful in their application have the right to appeal. The appeals system is operated independently of the College. The letter you receive telling you that admission has been refused will also contain information on how to appeal. Parents wishing to appeal can obtain an appeal form from the Surrey County Council Website <http://www.surreycc.gov.uk/learning/schools/school-admission-appeal> You can also call the Surrey Contact Centre on 0300 200 1004 and if you require any help and advice at any stage you can contact the Surrey Appeal Service on 020 8541 9029.

7. ADMISSION INTO SIXTH FORM

Kings College will welcome applications from internal students who have attended Year 11 of the school during the 2016/17 academic year.

Each year, the College welcomes applications from students of Year 11 age who currently attend other schools, and wish to join the Sixth Form of Kings College. The College 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 College will however consider applications when they are received. 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 College's published admissions number, however more places may be available subject to the take up by internal applicants. Applicants for a place in the Sixth Form at Kings College may be asked to attend a meeting to discuss their options and the academic entry requirements for particular courses. This meeting does not form part of the decision making process on whether to offer a place. Students should refer to the Sixth Form Prospectus for the individual subject requirements.

Should applications from external applicants exceed the number of places available, the oversubscription criteria used for Year 7 entry (mentioned above) will be applied.

8. POLICY REVIEW

This policy will be reviewed annually.