



## **SOUTHBOROUGH HIGH SCHOOL**

### **ADMISSIONS POLICY**

#### **FOR ADMISSION TO THE SCHOOL IN SEPTEMBER 2023**

#### **PHILOSOPHY**

- Southborough High School is an Academy School for boys aged 11-19, with girls admitted to the Sixth Form.
- The school is an Academy and, therefore, its own admissions authority.
- The school adheres to the Royal Borough of Kingston Upon Thames admission policy for its own schools, the details of which are found in the Secondary Schools Information Booklet 'Which Secondary School?' available from the Royal Borough of Kingston Upon Thames, Education and Leisure Services, Guildhall, Kingston Upon Thames, Surrey KT1 1EU. Telephone 020 8547 4610.

#### **PURPOSE**

- This policy sets out the agreed procedures for admission to this school, whether for entry into Year 7, or for subsequent year groups.
- This policy also sets out the procedures for admission to the Sixth Form
- The Standard Number for each year group in Years 7 to 11 is 150. There is no Standard Number for the Sixth Form.

#### **PRACTICE FOR ADMISSION TO YEAR 7**

Where more applications are received than there are places available, places will be offered in the following order of priority:

1. Children with Education and Health Care Plan (EHCP) which choose Southborough High school will be allocated a place before other applicants are considered. In this way, the number of places to be offered will be reduced by the number of children with EHCP.

Children with EHCP that names Southborough High school and who arrive outside the normal admission round will be admitted to the school even if the school is oversubscribed.

2. Places will be offered secondly to Looked After Children and previously looked after children. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker).

3. Places will be offered next to children who have a brother or sister, including an adopted, half, step- or foster-brother or sister, living at the same address and attending Southborough High School at the proposed date of admission.

4. Places will then be offered in cases of exceptional family, social or medical need (which must be described on the application form and then be verified by a qualified health professional or social worker- for example a hospital consultant or senior Social worker) which makes the school concerned the most suitable one for the individual child.

5. The remaining places will be offered to children who live nearest to the school, as measured using a straight line. All distance will be measured from the child's home to the nearest school entrance: either on Hook Road, or Kent Way. All distances will be measured using the Council's computerised Geographical Information System.

## NOTES

- a. Distance will be used as a tie breaker if there are more applicants than places available under each criterion 1-4 above. For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.
- b. Where a parent applies for entry into the same year group for more than one child and it is not possible to offer places to all the siblings (adopted, half, step- or foster-brother or sister, living at the same address) the children's names will be added to waiting list in accordance with the published admissions criteria, in the same way as for other children.
- c. Where there is one school place available and more than one child who is eligible for the place under the published admissions criteria, the parent will be asked whether or not she/he wishes to accept the available place.
- d. The definition of looked after children and previously looked after children is as follows:
  - children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made;
  - children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002), or became subject to a child arrangements order or special guardianship order.

## LATE APPLICATIONS

Under the agreed terms of the co-ordinated secondary scheme, late applications for entry into Year 7 will not be considered until after all applications received by the closing date,

unless proof is provided that there were exceptional reasons that prevented an application to be submitted on time.

### **WAITING LIST**

For entry into Year 7 in September of any year, following co-ordination, the waiting list will automatically consist of the names of all unsuccessful applicants who have not had a higher preference offer and will be held in criteria order.

Parents can request to add names of children who have had a higher preference offer, or who did not originally name the school as a preference, to be added to the waiting list. These names will be added in criteria order and the waiting list will be held until July 2024. Parents will be asked at the end of the academic year if they wish their child to remain on the list.

### **IN YEAR APPLICATIONS**

All applications for admission to all year groups 7 to 11, must be made to Kingston Local Authority (LA) on their In-Year application form. If a parent wishes to apply for a place at this school, they must name the school as one of their preferences on the In-Year application form and submit this to Kingston School Admissions.

For entry into Years 7 to 11, the position of any applicant on any waiting list will be determined using the oversubscription criteria as outlined in the relevant sections above.

### **FAIR ACCESS PROTOCOL**

The Council and all 11 secondary schools and academies in Kingston Upon Thames have agreed a fair access protocol to admit children who are currently without a school place and may have difficulty finding a suitable school place.

The aims of the fair access protocol are to ensure that:

- a school place is found quickly for children with no school place and who meet the criteria for consideration under the fair access protocol;
- no school, including those with places available, is asked to admit a large number of children who have been excluded from other schools, have challenging behaviour or a history of behavioural problems;
- the child is admitted to the most suitable school, even if there is no place available and the school has to go over their published admission number.

Children who are admitted to schools under this protocol take priority over any children on waiting lists.

The Fair Access Panel, which considers applications under this protocol, consists of the Headteachers of each mainstream Kingston secondary school, the Headteacher of the Pupil Referral Unit and senior Council staff.

The panel makes the final decision on which school will be nominated to receive each case. This will take into account the suitability of the placement for the pupil and the school and, where possible, will ensure that the required additional resources are made available to support the pupil's successful integration into school.

### **APPEALS**

The parents of any child who is unsuccessful in gaining a place at the school will be offered the right of appeal and notified of the appeals process.

The position of any applicant on any waiting list maintained by the Governors will be determined using the oversubscription criteria as outlined.

## **ADMISSION TO THE SIXTH FORM**

### **OVERVIEW**

The Sixth Form of Southborough High School is an inclusive one. We aim to offer a course to every student. There may be cases, however, when this is not possible.

There is no minimum qualification for entry into the Sixth Form, as such. However, each course does have minimum requirements which must be met. A document with this information can be found on the Sixth form section of the website.

The entry criteria for external applicants are the same as for students already in the school except that applications from internal applicants will be considered first.

Applications (both internal and external) will be judged using an applicant's end of Year 10 report and a set of predicted grades decided upon by their current school before the end of December of the year prior to admission.

Applications made at the beginning of the autumn term for immediate admission will be judged using the applicant's actual GCSE / BTEC grades.

### **SIXTH FORM ADMISSIONS PROCEDURE**

Any student thinking of applying to join the school's Sixth Form should attend the Sixth Form Open Evening, which will be held in October 2020. An information booklet and application form will be loaded on to the school website immediately after the Open Evening.

All applicants, whether internal or external, should complete an application form and hand it in by the stated deadline (which will be the same deadline for all applicants) or apply via UCAS Progress online. External applicants should return their application form with a copy of their end of Year 10 report and communicate with the Sixth Form Administrator to schedule a tour of the school and interview with either the Head of Sixth Form or Assistant Head of Sixth Form.

Students are required to complete the predicted grade section of the application form and references may be requested for external candidates.

The current school completes the predicted grade form, and returns it to the Sixth Form Administrator at the School by the stated deadline.

Those applicants judged to be of the required standard will be made a conditional offer.

The option choices of all applicants judged to be of the required standard are inputted into the School's timetabling process. If there are more applicants for a course than there are places then the choice of internal applicants will be processed first. The remaining places will be given to the best external applicants as judged by the grades on their end of Year 10 report and the School's official predicted grade form.

### **MINIMUM ENTRY CRITERIA FOR SIXTH FORM COURSES**

The minimum GCSE grade acceptable to study a subject at A Level is a grade C. Acceptance to study Level 3 BTECs is made on a case by case basis.

### **ASSESSING A SIXTH FORM APPLICATION**

The professional judgement of staff at the School, and at the applicant's present school, will both be taken into account when assessing an application.

The school prioritises applications from students who are, or have been LAC (see 4d above).

The school will consider internal applicants before external applicants. The school will admit a minimum of ten external students.

The school reserves the right to refuse admission to students who:

- a. Have a poor record of behaviour and / or commitment to learning. The key criterion for this is Fixed Term Exclusions having been imposed in Year 10 or 11;
- b. Have Year 11 attendance of less than 93%.

### **LATE SIXTH FORM APPLICATIONS**

All late applications received after the deadline will be considered after all the on-time applications are processed.

### **SIXTH FORM APPEALS**

Applicants who are not offered a place will be notified of the appeals process.

### **POLICY REVIEW**

This policy will be reviewed annually during the Spring Term.

***Ratified by Governors***