



KNOLE ACADEMY

Policy Document

ADMISSIONS POLICY

2025-2026

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PREFACE

SAFEGUARDING:

The safeguarding of children and young people underpins the work of the academy and must be adhered to as a prime responsibility.

EQUALITY:

Knole Academy is committed to providing all staff, students, parents, visitors and members of the wider community using the sites with equality of opportunity regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. All policies are screened for their impact on equality and issues are addressed if they arise. Knole Academy will provide special consideration on an individual basis if anyone is considered to have a specific special need. Any parent who feels that their child has such a need should contact the relevant Pastoral Leader in the first instance to explain their concerns.

This policy, and its associated procedures and protocols, is based on these key principles.



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THE ADMISSION OF STUDENTS TO KNOLE ACADEMY



ADMISSIONS NUMBER

1. Subject to any changes approved or required by the Secretary of State, the Academy Trust has the following agreed admissions numbers for the year 2024/2025 and subsequent years.
 2. 240 in Year 7
 3. 240 in year 8
 4. 240 in Year 9
 5. 240 in Year 10
 6. 240 in Year 11
 7. 350 in the Sixth Form, 175 of which in year 12. No Knole Academy student will be refused entry provided they have met the minimum entry requirements for the appropriate course.
2. The Academy Trust is not required to consult on their PAN where it is proposed to either increase or keep the same PAN. The Academy Trust will notify the LA of any intention to increase the school's PAN and reference to any such changes will be made on the website. The Academy Trust can admit above the PAN in-year.



PROCESS OF APPLICATION

1. Arrangements for applications for places at Knole Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Secondary Common Application Form (SCAF) provided and administered by the relevant local authority.
2. The Academy Trust will use the following timetable for applications to Knole Academy each year (exact dates within the months may vary from year to year) and will fit in with the common timetable outlined in the LA coordinated Admissions Scheme for Kent.
 - a. By September - The Academy Trust will publish, in Knole Academy's prospectus, information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2023 for admission in September 2025). This will include details of open events and other opportunities for prospective pupils and their parents/carers to visit the Academy. Information for in-year admissions is also available by this date as part of the admissions policy available on the academy website. The Academy Trust will also provide information in relation to Knole Academy to the LA for inclusion in the composite prospectus, as required;
 - b. September/October - The Academy Trust will provide opportunities for parents/carers to visit the Academy and will organise for children to have the opportunity to take an expressive arts assessment. This assessment may be carried out virtually – See section 8.
 - c. October/November – Secondary Common Application Form will be completed and returned to the pupil's home LA to administer;
 - d. Kent LA will send Knole Academy applications to the Academy Trust;
 - e. The Academy Trust will send a list of pupils to be offered places at the Academy to Kent LA;



- f. February - the LA will apply the agreed scheme for its own schools, informing other LAs of offers to be made to their residents.
 - g. 1 March - offers will be made to parents/carers.
3. The national closing date for applications is 31 October for secondary applications.

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

CONSIDERATION OF APPLICATIONS

1. The Academy Trust will consider all applications for places at Knole Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the Academy to all those who have applied.
2. 90% of places will be offered without reference to aptitude or ability.
3. Knole Academy is an expressive arts school and 10% of the places (24) will be offered to students who show a particular aptitude for performing arts and/ or the visual arts. The places will be allocated according to the following criteria:
 - a. Children seeking places under this criterion will complete an aptitude assessment where an appropriate set of tasks will be assessed by qualified staff, this may be in person or virtually.
 - b. Parents are invited to apply for their child to complete the expressive arts aptitude assessment and are given information about the date and time arrangements.
 - c. Parents are welcome to provide us with certificates to demonstrate their child's ability in music, dance, drama or art; however, the places will be allocated based on the performance of the child in the assessment.



- d. If a child is unable to meet the deadline for the aptitude assessment, they will not be considered for a specialist place unless there are exceptional circumstances which justify the child not meeting the deadline. In exceptional circumstances a child may be allowed to complete their aptitude assessment by an extended deadline, however, this is at the discretion of the Headteacher, and documentary evidence of the exceptional circumstance would normally have to be submitted in writing at least 24 hours before the deadline.

Parents applying for their children to complete the expressive arts assessment are expected to name Knole Academy as one of their school preferences on the SCAF. If parents do not have a strong preference for Knole Academy we would ask them not to apply for a place in order to allow the places to be allocated to students who intend to attend the academy if successful.

For the visual art assessment children are asked to do some drawing and design work and for the performing arts assessment they will take part in a range of relevant activities. Children do not need to bring anything or prepare anything in advance for either of the tests which may take place at Knole Academy but may be completed virtually. The assessments are intended to identify aptitude not ability.

The work produced during the tests is ranked and moderated by specialist teachers from the academy in the relevant subjects. They will take into account the extent to which children have demonstrated a competent aptitude for:



EITHER (VISUAL ART)

- Drawing from direct observation using shape, tone and texture effectively.
- Producing imaginative and well-drawn design work.
- Evaluating their own work and giving suggestions for improvement.
- Correctly answering non-verbal reasoning questions.

OR (PERFORMING ARTS)

- Using excellent communication skills when working in groups or as part of a team.
- Performing with confidence and ability in one of the performing arts areas.
- Producing work that is creative, expressive and demonstrates originality.

Parents are not given the individual results, but the academy will use the work done in the assessment to allocate 10% of school places based on aptitude in the expressive arts. The ranked list, to be used for selection by aptitude in expressive arts, is returned to the local authority to enable them to allocate places at the same time as all other school places are allocated. A child must reach the minimum standard required for a specialist place to be considered. Fewer than 10% of school places may therefore be awarded in a particular year.

- The required tasks are placed on our website from the date of our open day and for two weeks thereafter. Should a student wish to be considered under the expressive arts criteria then they follow the link to the task, video the task and submit to us by email within the two-week period. We will inform parents/carers of the test outcome a week after the deadline for submissions; rankings are then sent to Kent.
- The link to the application for the expressive arts aptitude assessment is here <https://www.knoleacademy.org/460/admissions-amp-appeals> under expressive arts section.

under



- If this 10% of places is not filled on artistic aptitude, they will become available to other applicants using the oversubscription criteria as described in paragraph 9 a-e.

PROCEDURES WHERE KNOLE ACADEMY IS OVERSUBSCRIBED

1. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. Before the application of oversubscription criteria, children with an Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly. After the admission of pupils with an Education, Health and Care Plan, where Knole Academy is named on the document, the criteria will be applied in the order in which they are set out below:
 - a. **Looked After Children and previously Looked After Children:** 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. 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 (known as Internationally adopted previously looked after children – IAPLAC) 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. Where evidence documentation of IAPLAC status requires translation into English, it is the responsibility of the applicant to provide documents translated by a professional translation service and proof of this must be available.

- b. **Medical, health, social and special access reasons** will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority under health and special access reasons will be given to those children whose mental or physical impairment or social need means they have a demonstrable and significant need to attend a particular school. Equally, this priority will apply to children whose parent's/ carer's physical or mental health or social needs means that they have a demonstrable and significant need for their child to attend a particular school.

Please note that social needs does not include your intended or current childcare arrangements.

All claims will need to be supported by written evidence from a suitably qualified medical or other practitioner which can demonstrate a special connection between these needs and the particular school that parents feel can accommodate these needs. This must be sent directly to the school (Knoleacademyadmissions@knoleacademy.org or by post for the attention of Knole Academy Admissions) by the published date in Kents admission to secondary school documentation available at https://www.kent.gov.uk/__data/assets/pdf_file/0005/125456/Secondary-admissions-book.pdf for the school to consider the evidence.



Without this evidence when Knole Academy are ranking children in accordance with their oversubscription criteria, they cannot take your needs into account. In most circumstances, an applicant should only apply for a single school under this criterion. Placing the same evidence for more than one of your preferred schools will only establish that more than one school can accommodate your child's needs. If you feel your circumstances support applying for more than one school, please discuss it with the Kent Secondary Admissions team, who can also provide any other advice required by parents who wish to apply under this criterion.

- c. **Where the child is the daughter/son of a member of staff.** In this context, daughter/son means children who are natural children, stepchildren, adopted or fostered children. The member of staff must have been directly employed at the school for two years or more at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d. **Where the child has a sibling attending the school at the time of entry;** a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- e. **Proximity of the child's home to the school,** with those living nearer being accorded the higher priority*. The school will rely on the Local Authority information provided in the booklet. The school uses measurements provided by the Local Authority and further information on how distances are calculated is available in the LA's Admissions booklet.



** Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, 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 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. 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.*

2. If the school's PAN is reached following admittance of one child of a multiple birth, the other child/children will be admitted over the PAN.

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



REQUESTS FOR ADMISSION TO YEAR 7 OUTSIDE OF THE NORMAL AGE GROUP

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher as early as possible to allow the school and admissions authority sufficient time to make a decision before the closing date.

Where a parent is requesting for their child to apply a year early, they should contact the school at the start of the application process related to the year they wish their child to start. Where a parent is requesting for their child to apply a year later than expected, they should make their request at the start of the application process associated with the child's date of birth. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year.

Parents are not expected to provide evidence to support their request to defer their application, 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 a school's ability to agree to deferral or early admission to their secondary phase of education. The school will consider the year group the child has been taught in leading up to transition. If the request is declined, a school may offer a year 8 place as an alternative or simply refuse admission if the child is younger than the normal entry age.

Deferred applications must be made via paper Secondary Common Application Form (SCAF) to the LA, with written confirmation from each named school attached. Early or



deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/schooladmissions.

POST 16 TRANSFER CRITERIA

1. The Academy operates a sixth form for a total of 350 pupils. 175 places overall will normally be available in Year 12.

On completion of Year 11 students will transfer into the Sixth Form if they meet entry requirements. Knole Academy cannot accommodate students repeating any part of their KS3/4 schooling and the option to repeat academic years will not be offered as this is disruptive to teaching and jeopardises the success of cohorts taking these studies for the first time.

The Governing Body of Knole 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. To access level 3 IBCP and Vocational courses students will normally have achieved grade 4 in English and Maths and have an average attainment score above 5. The academy also offers, to a small group of students, the IBDP. For this qualification, students need to have achieved an average GCSE grade score of 7. This qualification should only be considered by students who feel they have the post 18 aspirations that require this qualification. These criteria are the same for internal and any external transfers and will be subject to consultation. All internal applicants who meet the criteria will be allowed to enter the 6th form, even if this number is greater than the planned admissions number. However, if a course on which a student wishes to enrol is full, Knole Academy has the right to decline entry to its sixth form.



In addition to the sixth form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If pupils 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 admission. The criteria will be included within the Academy's prospectus and within the Local Authority composite admission prospectus.

If 200 or more pupils from within Knole Academy meet the academic entry criteria and wish to enter Year 12 of the sixth form, no external applicants will be considered. Where fewer than 200 of the Academy's pupils progress to Year 12 vacant places will be offered to external applicants meeting the academic entry requirements.

Where there are more external applicants for any available sixth form places than places available, after the admission of pupils with Special Educational Needs, where the Academy is named on the EHCP, the oversubscription criteria in paragraph 9 a-e above will be applied to determine who is admitted.

Applications should be made to Knole Academy through the common Kent application process, this involves applying via Kent choices 4U.

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

OPERATION OF WAITING LISTS



1. 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 Knole Academy receives more applications for places than there are places available, a waiting list will operate for an academic year. This will be maintained by the Knole Academy Trust 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.
2. The sixth form waiting list will be maintained until 30 September. It is not usually possible for a student to enter the sixth form in year 13. A student with exceptional circumstances would need to submit written documentary evidence to the Deputy Head responsible for leading the 6th form. Applicants would still have the right to appeal to an Independent Appeals Panel.
3. Students' position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 9, or for post-16 paragraph 11 above. Where places become vacant, they will be allocated to pupils on the waiting list, in accordance with the oversubscription criteria. If a new student is added to the waiting list, the list will be re-ranked in line with the published oversubscription criteria.



ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS, INCLUDING TO REPLACE ANY PUPILS WHO HAVE LEFT THE ACADEMY

1. Knole Academy will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.
2. 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 Trust will consider all such applications and if the year group applied for has a place available, admit the pupil unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 9 or for post-16 places, paragraph 11, shall apply. Parents/carers whose application is turned down shall be entitled to appeal.
3. For in-year casual applications, parents need to complete and return to us the appropriate In Year Admission form (IYAF) which can be downloaded from the Kent County Council website. Completed applications should be sent direct to Knole Academy for the attention of Knole Academy Admissions or to admissions@knoleacademy.org If the Academy does not have space in a year group, you will be informed in writing that the academy has no places available for your child. You will then have an option to go on the academy's waiting list and/or appeal. Names are kept on the waiting list for the remainder of the academic year, at the end of which all names are removed. Paragraph 13 also applies in respect of this waiting list. Should you wish your child to remain on

the waiting list for the next academic year, it is your responsibility to submit another IYAF. The details on how to appeal can be found on our website.



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

Proof of address and the birth certificate for the child who is the subject of the application must be provided before a transition meeting can take place. This will be requested in the welcome email when a place becomes available.

4. In-year casual admissions for a place in year 12 will be accepted until 30 September. No new admissions will be accepted after this date unless there are exceptional circumstances. Documentary evidence of the exceptional circumstances will need to be submitted, in writing, to the Deputy Head responsible for leading the 6th form. Applicants would still have the right to appeal to an Independent Appeals Panel.

MONITORING, EVALUATION AND REVIEW



The Governors will review this policy at least every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

APPROVED	Ratified by the Full Governing Body on 22.03.24		
REVIEW DATE	Annually		
SIGNED HEADTEACHER		PRINT NAME	<i>Mr D Collins</i>
SIGNED CHAIR OF GOVERNORS		PRINT NAME	<i>Miss T Homewood</i>