



Admissions: Trust Policy Statement

"All will learn something and all receive encouragement" | Corinthians 14.31

Introduction

Kent Catholic Schools' Partnership is a multi-academy trust (MAT) for all publicly-funded Catholic schools in the local authority boundary of Kent County Council (KCC). Admissions is a key accountability of the Trust to ensure fair access to Catholic schools by Catholic families, families supportive of the distinctive nature and ethos of Catholic schools, and other families offered and accepting of a place for their child or children.

The Admissions Authority

Academies are their own admissions authority and must meet all the mandatory provisions of the School Admissions Code (SAC) that came into force on 19 December 2014 except where variations have been written into their funding agreement to support fair access (Education Funding Agency (EFA). 4 November 2015).

Admission authorities must agree, consult and determine their admission arrangements in accordance with the mandatory provisions of the Schools Admissions Code 2014 and with the Diocesan Guidance on School Admissions. For entry in 2017 and each subsequent academic year thereafter, admission authorities must consult for a minimum period of 6 weeks and should take place between 1 October and 31 January. It must publish these arrangements on its website and have sent a copy to their local authority and MAT before the end of the second week of March the preceding year. It should make paper copies available if requested reasonably.

In the case of any primary academy, the LGB must comply with legislation relating to infant class sizes.

The Trust Scheme of Delegation places responsibility for the admission of children to an academy in the Trust with the governors on that academy's Local Governing Body (LGB). The Scheme of Delegation says:

- 4.5.1 The Local Governing Body shall be responsible for the setting and review of the Academy's admissions policy provided that no material change will be made to the admissions criteria without the approval of the Chief Executive Officer, who may refer controversial questions to the Trust Board
- 4.5.2 Any decision to expand the Academy shall be that of the Local Governing Body but who shall have regard to the views of the Trust Board.
- 4.5.3 Any appeal against admissions shall be heard by an independent appeal panel established and authorised by the Local Governing Body.

Academy admissions policy

The determination and application of an academy's admissions policy is delegated to each academy's LGB by the Trust Board via the Trust's Scheme of Delegation. It is delegated subject to the following conditions:

1. All policies and decisions shall be in full accord with the School Admissions Code 2014.
2. All policies must follow Diocesan guidance and be agreed by the Diocese.
3. In the case of any objection by KCC or any other person which results in a reference to the School's Adjudicator, the School's Adjudicator after receiving and considering an objection will make a determination that will either dismiss the objection or uphold it. If it is upheld the admission authority must implement the Adjudicator's findings within the time specified.
4. Proposals to amend the Planned Admission Number (PAN) or to increase the admission number for a particular year must be agreed via the Trust Company Secretary and the Diocese.

Annual coordination

In line with residual statutory responsibilities of local authorities in England, KCC is responsible for the coordination of the main round of the admissions process each year. This includes receiving applications, allocating places and sending out letters giving the result of the application. As part of that process KCC send out forms for parents or carers to request an appeal if their application for a particular school is unsuccessful.

Appeals

An appeal is made by a parent or carer to the LGB using a standard form or in writing. Any appeal must be in written form. The LGB is responsible for setting a date and place for the appeal. An independent clerk must be appointed and should assist in recruiting appeal panel members. Appeal panel members must come from the approved Southwark Diocese List.

Appeals made in the main round of applications must be heard within 40 school days. Other appeals, late or in-year appeals must be heard within 30 school days. All appeals lodged must be heard in accordance with the School Admissions Appeal Code 2012. All costs of an appeal are the responsibility of the LGB and met from the individual academy budget.

Waiting lists

As the Admissions Authority, where applicable, an LGB must maintain a clear, fair and objective waiting list until the 31st December of each school year.

Annual data collection and website publication

Each academy will provide to the Trust for its collection and publication the following:

1. Planned Admission Number
2. Number of offers made on 'national offer day'
3. Number of appeals lodged and allowed
4. Number of pupils at the start of Term One
5. Percentage of Catholic children at the start of Term One