



THE HUNDRED OF HOO ACADEMY

An Independent Academy
A member of The Williamson Trust



POLICY FOR ADMISSION OF PUPILS

FOR ADMISSIONS FROM SEPTEMBER 2016

Application procedure

Parents complete the common application form in accordance with the Medway Co-ordinated scheme.

Procedure for admission into Reception:

Children reach compulsory school age at the start of the term following their fifth birthday. The Hundred of Hoo Academy will admit four year olds into its Reception class. The children due to be admitted during the 2016/17 academic year are those born between 1 September 2011 and 31 August 2012.

The Academy will decide when to admit four year olds in accordance with the Medway guidelines as well as the admissions code as it stands, for intake during the 2016/2017 school year.

Parents are not obliged to start their child at school until the beginning of the term after the child is five. Therefore parents who have been offered a September place may ask to defer their child's admission until the beginning of the spring term without losing the offer of a place. Children with summer term birthdays (1 April to 31 August) may ask to start their child in year 1 in September 2017, but the Reception place will not be saved. Parents will need to reapply for a year 1 place.

The planned primary admission number for the Academy is 30.

Over subscription criteria

Following receipt of parental preferences, places will be offered to those children with statements of special educational needs where The Hundred of Hoo Academy is named. Then, if the number of requests received via the coordinated scheme is more than the number of places available, places will be allocated in the following priority order:

1. Children in public care (as defined in the Medway Council Coordinated Admissions Scheme).
2. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend The Hundred of Hoo Academy.
3. Current family association (a brother or sister at The Hundred of Hoo Academy at the time of application and still attending in September 2016).
4. Multiple birth children where The Hundred of Hoo Academy is the nearest school to the child's home.
5. Nearness of children's homes measured using Medway Council's criteria.

Where criteria involves measuring distance to a child's home, the LA's procedures for ascertaining the shortest available safe route between home and the Academy will be used.

In the event of a tie within any criterion, before the last criterion, places will be allocated to those living the closest distance to the Academy as mentioned above.

Casual Admissions

The casual admission process will follow LA guidelines that aim to make a casual admission placement within 10 school days.

1. Parents can apply for a casual admission at any time during the school year.
2. If no places are available at the time of application, a waiting list will be maintained. Names are kept in priority order according to the oversubscription criteria and not according to how long a child's name has been on the list.
3. Any place that becomes available will be offered to the child at the top of the list.
4. All vacancies will be allocated as they arise for Casual Admissions when transferring schools without moving home. If a parent wishes to transfer their child from another school without moving home, the Executive Principal and/or Headteacher will contact the child's current school to ascertain the situation so that our Academy is able to offer the correct support should the child be offered a place. It is also expected that the parent/carer of the child, along with the child themselves when appropriate, visit our Academy and meet with the Executive Principal and/or Headteacher before any place will be offered.

Procedure for admission into Year 7:

Applications should be made using the Medway common application form (CAF) or using the on-line facility.

As an Academy The Williamson Trust is the Academy's admission authority.

Pupils will be admitted without reference to ability or aptitude. The age of admission is 11 years. The Planned Admission Number (PAN) for the year commencing September 2016 will be 270.

The Trust will establish and publish arrangements for appeals against non-admission; including an independent statutory Appeals Panel.

Places must first be offered to those children with statements of special educational needs where The Hundred of Hoo Academy is named, provided that it is the nearest appropriate school and that admission of the child would be compatible with the provision of efficient education of the children with whom they would be educated and the efficient use of resources.

Parents will be sent a waiting list request form by Medway Council along with the School offer letter on Tuesday 1st March 2016.

Over-subscription Criteria:

Where applications for admission received via the Medway co-ordinated admission scheme exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

6. Children in public care, as defined in the Medway Council Co-ordinated Admissions Scheme.
7. Children who at the time of application have a brother or sister (including children living as siblings† in the same family unit) on the roll of the Academy and who will still be on roll at the time of the sibling's admission.

† 'Sibling' means brother or sister, step brother or sister, foster brother or sister and those who live as brother or sister in the same house.

8. Child's health reasons. Medical evidence must be provided which demonstrates a specific health reason which requires a child to attend the preferred school.
9. Residence within the access area. ††
10. Nearness of children's homes to The Hundred of Hoo Academy. †††

†† See LA admissions booklet for details of these priority access arrangements for children on the Hoo peninsula

††† Nearness to The Hundred of Hoo Academy will be measured using Medway Council's Geographical Information System based on the shortest distance from home to school.

Procedure for Admissions into Years 8 – 11, and Year 7 after 1st September 2016:

All applications for admissions for pupils in years 8 – 11, and for Year 7 received after 1st September, will be referred to Medway LA Admissions office and dealt with according to the Medway co-ordinated admission scheme. A vacancy will be deemed to have arisen if the number of children on roll in the Year Group is less than the published admission number (PAN) for that year, or is less than the higher number the school was required to admit up to that year by a Statutory Appeal Panel.

Sixth Form Admissions and Entry Criteria

The Planned Admissions Number for Year 12 is 170. All Year 11 pupils wishing to continue to Year 12 at the Academy will be encouraged to apply provided that they meet the entry criteria. Any offers are conditional on final GCSE examination results.

Please contact the Academy's Sixth Form for information on how to apply for a Sixth Form place

Entry Requirements

The minimum entry requirements for Level 3 courses are examination results at GCSE which confirm an adequate base level relevant to the level of course those pupils are applying for. 5 GCSEs at grade C or above including English Language and Mathematics, along with an average points score of 44 across all GCSEs. This includes a maximum of 2 GCSE equivalents to be counted within the 5 GCSEs at grade C or above. There are also subject specific requirements that are published in the Sixth Form prospectus.

For external applicants: pupils will be required to show evidence of GCSE examination results as above. Pupils who have studied in another country will need to have obtained an equivalent qualification to meet the entry criteria, and every effort will be made to validate the equivalence of any proven qualification before a decision is made.

Borderline cases or pupils in exceptional circumstances will be offered a meeting with a senior member of staff and will be considered on an individual basis. Pupils who have not achieved a grade C or above in English Language or Mathematics will be required to continue to study these subjects alongside their chosen courses.

The minimum entry requirements for Level 2 Intermediate Courses are examination results of 5 GCSE grades A* to E. These courses will require the study of English and Maths at GCSE if a grade C has not yet been achieved in these subjects.

Applications made by the date publicised in the sixth form prospectus will be considered at the same time and conditional offers made to those who are eligible. If there are more applications from pupils who meet the criteria than places available, the oversubscription criteria, which is located on the Academy website, will be used for those pupils.

Late applications will be considered if they meet the entry criteria and if there is space in year 12 and on the chosen courses.

Year 13

Pupils successfully passing their AS courses will automatically progress into Year 13. If a pupil does not pass their AS course then they cannot continue with that course into A2, and they would need to choose another AS level. Pupils not passing more than one AS course will need to meet with a senior member of staff to discuss whether progression into Year 13 is appropriate for them.

Level Two Intermediate pupils following a two year pathway will automatically progress to Year 13 to continue studying their chosen course alongside English and Maths if a grade C in those subjects has not yet been achieved.

Pupils completing a one year Level 2 pathway will progress to Year 13 to begin Level 3 courses if the entry requirements for this level have been met.

Over-subscription Criteria:

The over-subscription criteria for pupils in Year 7 will also be applied for Year 12 pupils.

Waiting Lists:

No waiting lists will be held for Years 7-13. In respect of Rising Year 7, as set out in the co-ordinated scheme, the LA will be responsible for holding a waiting list for parents who request their child's name to be added and where that parent has stated The Hundred of Hoo Academy on their Common Application Form than the school they have been offered. This waiting list will operate until the start of the Autumn term when the new rising Year 7 cohort is admitted.