



**Kents Hill Park School**

**In Year Admission  
For Years 7 - 11  
From September 2022**

**KENTS HILL PARK SCHOOL  
IN YEAR ADMISSION POLICY  
FOR YEARS 7-11 FROM SEPTEMBER 2022**

**1. Introduction**

This policy relates to all admissions to Kents Hill Park Secondary School (“the School”) in years 7 to 11 except for the initial September entry into Year 7, which is explained in the document “Admission arrangements for Kents Hill Park School Year 7 September 2022”.

Kents Hill Park School will consider applications for admissions in years 7 to 11 at times other than the normal transfer from primary to secondary school, which is managed by Milton Keynes Local Authority, strictly in accordance with its stated admissions policy applicable to Year 7 at the date of application. Such admissions are referred to in this document as “in-year” admissions. For children who wish to attend Kents Hill Park School after the September in which they enter Year 7, parents will be asked to complete an application form. Verbal or telephone applications will **not** be accepted. Where no place is available the applicant will be advised in writing and informed of their right to request an independent appeal.

*Parents should be aware that this is usually an over-subscribed school with more applicants than places available and many parents are unsuccessful in their application for a place.*

The School will maintain a waiting list (see below for further details). Parent/Carers will be asked to confirm in writing if they wish their child’s name to be put on the waiting list for the relevant year group. The waiting list will be ranked in accordance with the oversubscription criteria, and length of time on the list will not be a factor in offering a place. This means that children will move up and down the list as other children are added or removed. The waiting list will be retained for the remainder of the academic year. Children whom the Local Authority directs the School to admit and who are allocated a place at the School in accordance with the Fair Access Protocol will take precedence over those already on the waiting list. Further, and for the avoidance of doubt, a child whose Statement of Special Educational Needs or Education Health and Care plan names the School must be admitted, and will therefore take precedence over children on the waiting list.

**2. Admissions Number**

The School’s Published Admissions number for Year 7 is as follows:

Year 7: 150

The School’s indicative Admission numbers for the following years are as follows:

Year 8: 150

Year 9: 150

Year 10: 150

Year 11: 120

The numbers stated for Years 8 - 11 are only indicative and may reduce if the number is no longer practicable.

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**3. How places are allocated**

For a place to be available for an in-year admission then the number for the relevant year group will have to have fallen below the admissions number for the relevant year (see paragraph 2 above). When this occurs, the place will be allocated strictly in accordance with the process and definitions of the oversubscription criteria as set out in the “Admission arrangements for Kents Hill Park School Year 7 September 2022”.

Places that become available will be allocated to those applicants who meet the relevant criteria for the year group and who are currently in the application process or have requested to be placed on the waiting list. All available candidates from either source will be ranked in a single ranking using the oversubscription criteria to allocate the place or places. For the purposes of in year admissions, the applicants in the application process are considered to be:

- those who have applied and whose applications have not yet been determined;
- those who have returned their forms for an independent appeal to the Clerk of the Independent Appeals Panel and are waiting for their appeal to be heard.

Applicants who have not pursued their applications by returning the relevant forms by the relevant, stated deadline will not be considered to be part of the process.

**4. Prospective applicants should also note the following:**

1. The Local Governing Body reserves the right to make its own enquiries to verify any information supplied by the applicant. If, subsequently, the School finds that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address or the applicant’s date of birth) and the place would not have been offered if the information had been correct, the Local Governing Body may withdraw the offer if the student has not yet started at the School. Where an offer is withdrawn the Local Governing Body will consider the application afresh, and if an offer is not made, a right of appeal will be offered (see section 5 below).
2. The Local Governing Body will only admit children outside their chronological year group in exceptional circumstances. Parents should write to the Chair of the Local Governing Body if they wish to make such a request. Decisions will be made based on the individual circumstances of each case, and will take into account the parents’ wishes; educational advice; information about the child’s academic, social and emotional development, and whether they have been previously educated outside of their normal age group. The School is responsible for making the final decision on which year a child is to be admitted into.
3. Applicants who are seeking a transfer late in year 9 will be advised that it is not always possible to accommodate additional students into option choices that are already full.
4. Applicants will not be placed on the waiting list for the relevant year group for their initial application unless they advise the School in writing that they wish to be placed on the list, and will not be retained on the waiting list in the subsequent academic year unless they expressly request to be placed on that list in writing to the School.

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5. When an application is unsuccessful there is an automatic right of appeal to an Independent Appeal Panel. The decision of the Independent Appeal Panel is binding.
  
6. The Local Governing Body reserves the right not to accept a further application in the same academic year unless it considers that there has been a significant and material change in circumstance of the parent, the child or the School.

Kents Hill Park School

Adopted by the Local Governing Body on 29<sup>th</sup> September 2020