



# **Admissions Arrangements**

**(Key Stages 3 & 4)**

Owner: Deborah Ellis

Date Ratified: July 2023

Signed:

Date to be reviewed: September 2024

## Contents

<b>Admissions Policy</b>	<b>Page</b>
● Admission Authority & PAN	2
● Criteria for admissions to DSTC	2
● Home Address Definition	2
● Late Applications	3
● Year 7 Waiting List	3
● Deferring Entry in Year 7	3
● In Year Admissions (IYA)	4
● Fair Access Protocols (FAPs)	4
● Withdrawal of place	4
● Appeals	4

## **Dartford Science & Technology College Admissions Arrangements 2024 Year 7-11**

### **Admissions Authority and PAN**

Dartford Science & Technology College is a Girls (Years 7 -11) Foundation School and as such are our own admission authority. We have chosen to be part of Kent County Council's Coordinated Admission Process. We have a Published Admission Number (PAN) of 150 in Years 7-11 and entry is without testing. Girl's with a Statement of Special Educational Need (SSEN) or Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, where necessary, the published admissions number will be reduced accordingly.

### **Criteria for admission to DSTC & oversubscription to DSTC**

Places will be offered in accordance with the following criteria:

1. **Girls in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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). This also includes looked after girls who were previously in state care outside of England and were then adopted.
2. **Current Family Association** – a sister or brother (in Post 16) attending the school at the time of entry. In this context sister or brother means girls who live as sister or brother in the same house, including natural sisters or brothers, adopted siblings, step sisters / brothers and foster sisters / brothers.
3. **Health and Special Access Reasons** – Medical, health and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those girls whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to girls whose parents'/guardians' physical or mental health or social need means there is a demonstrable and significant need for their daughter to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the school.
4. **Nearness of Girls' Homes to School** - we use the distance between the girl's permanent home address 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 girl'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.

**Tiebreaker** - In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place. This process will be independently supervised.

## **Home Address Definition**

A girl's home address is considered to be a residential property that is your daughter's only or main residence and not an address at which your daughter might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the girl's home address on the day you completed the application form and which is either:

- Owned by the girl's parent, parents or guardian, or
- Leased to or rented by the girl's parent, parents or guardian under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your daughter and your daughter lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

1. If the last girl to be offered a place within Dartford Science & Technology College's published admission number (PAN) is a multiple birth or same cohort sibling, any further female sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other girls will be admitted until a place becomes available within the PAN.
2. In the unlikely event that two applications have equal eligibility for the last available place at the school, a clear and fair tie-breaker would take place to decide between the two applications.

## **Late applications**

Will be dealt with in accordance with the agreed co-ordinated scheme as published by the Local Authority.

## **Year 7 Waiting Lists**

Where the school receives more applications for places in Year 7 than there are places available, a waiting list will operate between March and the end of the following academic year. This list will be maintained by the school and will be open to any parent or guardian who requests that their daughter's name be placed on the waiting list, following an unsuccessful application. The school's waiting list will be reranked, in line with the published oversubscription criteria, every time a girl's name is added. When, and if, places become vacant they will be allocated to girls on the waiting list in accordance with the oversubscription criteria.

## **No Supplementary Form is required.**

## **Deferring Entry in Year 7**

Requests for admission outside of the normal age group should be made to the Principal at DSTC as early as possible in the admissions round associated with that girl's date of birth. This will allow the admissions authority sufficient time to make a decision before the closing date.

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. 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.

Deferred applications must be made via paper CAF to the Local Authority, with written confirmation from each named school attached.

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.

### **In Year Admissions (IYA)**

Dartford Science & Technology College will co-ordinate admissions for in-year applications according to the guidelines set out by the Local Authority for In Year Casual Admissions (IYCA), using an In Year Casual Admission Form (IYCAF).

We will notify parents, in writing, within 10 school days with the outcome of the application including the appeals process if the application is refined as well as how to add the girl's name to the waiting list. Enquiries can be made via email to [kentinyearadmissions@kent.gov.uk](mailto:kentinyearadmissions@kent.gov.uk)

### **Fair Access Protocols (FAPs)**

Dartford Science & Technology College will work with the local authority, via the Inclusion Forum, to support placement of vulnerable girls (hard to place).

### **Withdrawal of place**

After a place has been offered the school reserves the right to withdraw the student place in the following circumstances:

1. when a parent has failed to respond to an offer within a reasonable time (10 working days) or
2. when a parent has failed to notify the school of important information changes to the application information; or
3. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

### **Appeals**

The school will establish arrangements for appeals against non-admission which will include an independent element. Details of the arrangements for admissions and appeals will be published each year via KCC.