

Policy Review

This policy will be reviewed in full by the Strategy and Child Development Committee annually. The policy was last reviewed and agreed by the Strategy and Child Development Committee on 9/05/19.

It is due for review on (up to 12 months from the above date).

Signature 

Date 17.3.19

Head Teacher

Signature 

Date 19-03-19

Chair of Strategy and Child Development Committee

Statement of intent

At Knightsfield School, we welcome all pupils, irrespective of faiths, cultures, races, disabilities, sexual orientation or family backgrounds.

We admit our pupils in line with the Equality Act 2010, School Admissions Code 2014, the School Admission Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

The number of places available is determined by the capacity of the school, and is called the 'agreed admissions number'. Our published admissions number (PAN) is 55.

Knightsfield School is a Special Educational Needs Academy for hearing-impaired children. We accept pupils who have a range of hearing loss and who need to be educated orally.

The table below sets out the admission authority and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/ providing for an appeal against refusal of a place at school?
Academy	Academy	Trustees	Academy Admissions Panel

1. Legal framework

- 1.1 This policy has due regard to the related statutory legislation, including but not limited to, the following:
- The Children Act 1989
 - Equality Act 2010
 - Human Rights Act 1998
 - School Standards and Framework Act 1998
- 1.2. This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:
- DfE (2014) School Admissions Code
 - DfE (2012) School Admissions Appeals Code
 - DfE (2012) Fair access protocols in School Admissions

2. The admissions process

- 2.1. Knightsfield School is a Special Educational Needs Academy for hearing-impaired children. We accept pupils who have a range of hearing loss.
- 2.2. On admittance, pupils must have an Educational, Health and Care Plan which names

Knightsfield School as the secondary education provider. A pupil's first Special Educational Need type must be Hearing Impairment.

- 2.3. Academic criteria is not used to enrol at Knightsfield School's sixth form. This is the same for internal and external applicants as long as they meet the school's admission criteria.

3. Adopting clear and fair admissions

- 3.1. Unacceptable admission criteria – our admission arrangements will not:

- Introduce any new selection by ability.
- Give priority to children whose parents provide financial or practical support to the school.
- Give priority to children based on the occupational, marital, financial or educational status of their parents.
- Discriminate against those applying for a place outside their normal age group, where the admission authority has agreed to this practice.

4. Admission arrangements

- 4.1. Parents wishing to consider Knightsfield School as a placement for their child from the age of 10, should first contact the school to arrange a visit. We encourage parents to bring their child with them for this visit.
- 4.2. Following this visit, parents who would like to proceed further should complete an Assessment Visit Form. The school will decide whether an assessment visit is necessary for the child. If so, the school will invite the child to spend a day at the school with the objective of ascertaining whether the school can meet the child's needs, with particular emphasis on communication. If the school does not deem a visit necessary parents will be advised accordingly. This is usually where a pupil is currently educated in a Primary Hertfordshire Hearing Impaired Unit (HIU).
- 4.3. Parents should contact their own Local Authority for the request to be made formally.
- 4.4. Requests for placement for non-Hertfordshire children should be made by the Local Authority directly to Knightsfield School.
- 4.5. Hertfordshire parents would normally discuss placements at the Annual Review of their child's Education, Health and Care Plan.
- 4.6. Placement for non-Hertfordshire children will be considered by Knightsfield School directly.
- 4.7. Placement for Hertfordshire children will be considered by Hertfordshire's SEN provision panel.
- 4.8. If a placement at Knightsfield School is considered appropriate then an offer of a place will be made through the Local Authority and parents will be informed. If the school is not an appropriate placement for the child the reasons would be notified to the Local Authority.
- 4.9. Knightsfield School is its own admission authority. Our academy trust is responsible for consulting on and determining the admission arrangements in accordance with the School

Admissions Code. Knightsfield School is responsible for organising admission appeals in compliance with the School Admission Appeals Code, not the Local Authority.

Determining admission arrangements

- The Admissions Panel will view the admission arrangements and be asked to consider them and agree to them as final.
- The school will send a copy of the arrangements to the Local Authority.

5. Considerations

5.1. Children outside their normal age group

- Knightsfield School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

5.2. Children of UK service personnel

- For families of service personnel with a confirmed posting to their area, or Crown servants returning from overseas to live in that area, Knightsfield School must allocate a place in advance for children with a hearing impairment.

5.3. Children from overseas

- Knightsfield School will treat applications for children coming from overseas in accordance with European Union (EU) law or Home Office rules for non-European Economic Area (EEA) nationals.

5.4. Excluded children

- Knightsfield School will not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. However, where a child has been permanently excluded from two or more schools, Knightsfield School does not need to comply with parental preference for a period of two years from the last exclusion.

5.5. Fair access

- Knightsfield School is a Special Education Needs Academy for hearing-impaired children. Every child is required to have an Education, Health and Care Plan with Hearing Impairment as the child's first special educational need type.
- Knightsfield School does not discriminate against any children in the following groups:
 - Children from the criminal justice system or pupil referral units who need to be reintegrated into mainstream education.
 - Children who have been out of education for two months or more.
 - Children of Gypsies, Roma, Travellers, refugees and asylum seekers.
 - Children who are homeless.

- Children with unsupportive family backgrounds for whom a place has not been sought.
- Children who are carers.
- Children with special educational needs, disabilities (SEND) or medical conditions.

Knightsfield School does not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools, there is no need for Knightsfield School to comply with parental preference for a period of two years from the last exclusion. The twice-excluded rule does not apply to pupils who were below compulsory school age at the time of the exclusion, children who have been re-instated following a permanent exclusion (or would have been had it been practicable to do so), and children with EHC Plans.

6. Adopting oversubscription criteria

- 6.1. If a child's Education, Health and Care Plan names Knightsfield School, they must be admitted.

7. Admission appeals

- 7.1. Parents have the right to appeal an admission authority's decision.
- 7.2. Parents **must**, if they wish to appeal, set out their grounds for appeal in writing.
- 7.3. Where a maintained school or academy is to be closed, the Local Authority **must** collaborate with all schools in the area to consider the best way to secure provision for children in other local schools.
- 7.4. Knightsfield School is required to offer all pupils refused admission the right to an appeal in front of an independent appeals panel. The school is responsible for setting up the appeal and must do so in accordance with the School Admission Appeals Code. The panel must be independent of the school.
- 7.5. Any person or body who considers the school's arrangements unlawful, or not in compliance with the code or relevant law relating to admissions, can make an objection to Office of the Schools Adjudicator (OSA).
The Schools Adjudicator must consider whether the referred arrangements comply with the Code and with the law relating to admissions.

8. Pupil registration regulations

- 8.1. Knightsfield School promotes good attendance, aims to reduce absence and acts early to address patterns of absence.
- 8.2. The 'Pupil Registration Regulations 2006' make it compulsory for schools and academies to keep and maintain an admissions register and an attendance register for every pupil.
- 8.3. Our admissions register contains an index in a clearly identified order and the following fields:

- The pupil's full name
- The pupil's gender
- The name and address of every person known to be a parent of the pupil
- The emergency contact number for at least one parent
- The day, month and year of the pupil's birth
- The day, month and year of the pupil's admission or re-admission to the school
- The name and address of any previous school that the pupil has attended
- Cochlear implant centre
- The child's GP

- 8.4. The attendance register will specify, both in the morning and afternoon sessions, whether each pupil recorded on the register is:
- Present.
 - Absent.
 - Attending an approved educational activity.
 - Unable to attend due to exceptional circumstances i.e. bereavement or sickness.
- 8.5. We ensure that attendance registers are recorded electronically in SIMS.
- 8.6. **Children at risk of missing education:** Knightsfield School must inform the Local Authority of any pupil who will be deleted from the admission register, and must have Local Authority agreement before a decision is made.

9. Monitoring and review

- 9.1. This policy will be reviewed by the trustee body on an annual basis.