TOWERS SCHOOL
AND SIXTH FORM CENTRE

ADMISSIONS POLICY
Determined Arrangements 2025/26

Last Reviewed: December 2023
Next Review: December 2024
SLT Responsibility: A.Kinsella-Wood
Approved By: Board of Trustees

THE TOWERS SCHOOL & SIXTH FORM CENTRE

ADMISSIONS POLICY – changes from previous version

Audit Log

Section of Policy	Update	Date
Application	Per Schools Admission Code: Process made clear for requesting admission outside of normal age group	February 2023
Application	Per Schools Admission Code: State that school's waiting list will be re-ranked in line with oversubscription criteria each time a child is added	February 2023
Oversubscription Criteria Section 5	Per Schools Admission Code: Where random allocation is used state that this process will be independently supervised	February 2023
Sixth Form Section 6	Updated to: Parents have a statutory right of appeal, should an application for a place be refused, by writing to the Principal.	November 2023
Oversubscription Criteria Section 5	Updated wording as requested by KCC. No consultation needed.	February 2024
Sixth Form Section 6	External candidate grade requirements updated	January 2025

THE TOWERS SCHOOL & SIXTH FORM CENTRE

ADMISSIONS POLICY

Type of School: Secondary, Academy, Comprehensive, Mixed
Age Range: 11-18 Day Pupils
Published Admission No: 243
LA No: 886 DFE No: 4196

To access general information about the school, including annual school achievement and attainment tables, recent inspection reports and uniform policy, please contact the school or visit the academy's website.

Application

Applications for admission to Towers School and Sixth Form Centre are welcomed from students of all abilities. The school converted to academy status in April 2011 and is now self-governing through the Towers School Academy Trust.

The academy's admission process for 'Year of Entry Admissions' is conducted through Kent County Council

www.kent.gov.uk/education-and-children/schools/school-places/choosing-a school

All 'In Year Admissions' should be sent directly to the School who will work in conjunction with KCC.

All parents have the right to appeal against any decision to refuse a school place. Any appeals should be sent in writing to the Principal. An appeals process will then begin with decisions being made by an independent panel.

Any admission request for a young person outside of the normal age group is treated on a case by case basis. They are rare in occurrence and nearly always occur due to barriers in not having a competent enough understanding of the English language. These requests are only normally made for students who are arriving during year 11 and only done with the full agreement of parents, school and the relevant authorities.

Requests for admission outside of the normal age group should be made to the Principal. Where a parent is requesting for their child to apply a year later than expected, such requests should be made as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient 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 or early admission to their secondary phase of education. The school will take into account the year group the child has been taught in leading up to transition. Deferred applications must be made via paper Secondary Common Application Form (SCAF) to the LA, with written confirmation from the school attached. Early or 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 the school's oversubscription criteria. Further advice is available at www.kent.gov.uk/schooladmissions.

Before the application of oversubscription criteria, children with a **statement of special educational need or Education (SSEN), Health and Care Plan (EHCP)** which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Waiting lists will be maintained and will be ranked according to the following oversubscription criteria. The waiting list will be re-ranked, in line with the school's oversubscription criteria, every time a child is added.

Oversubscription Criteria

1. Looked After Children and Previously Looked After Children
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) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. **Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equalities Act 2010**. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents' or guardians' physical or mental health or social needs means that they have a demonstrable and significant need 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.

3. Current Family Association – a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings,

step brothers or sisters and foster brothers and sisters.

4. The child of a current member of staff -The member of staff must have been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) 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 child'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. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

If in the event that more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied. This process will be independently supervised.

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

a. When the parent or learner has failed to respond to an offer within a reasonable time; or

b. When a parent or learner has failed to notify the school of important changes to the application information; or

c. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from the parent or learner.

6. Sixth Form Admissions arrangements

Admission to the Sixth Form will be meeting the entry requirements for the required pathway, in addition to each course's grade criteria.

Following the admission of internal students transferring from Year 11, all remaining places will be allocated to external learners who have met the entry requirements for the particular pathway of study. External candidates wishing to study at Towers Sixth Form must have achieved English and Maths GCSEs at a minimum Grade 4.

Sixth Form Offers and Appeals

Offers

Offers will be made on the basis of predicted performance at GCSE, with the requirement that the grades required under the Sixth Form Admissions arrangements are achieved in the final examinations. Students wishing to study the Level 3 pathway must achieve either English or Maths at a minimum grade 4 plus meet the entry requirements of each course they wish to study. Each Sixth Form study course publishes its own grade criteria prior to students applying to the Sixth Form

The admission number for external candidates will be 60, but this figure may be exceeded in the event that this and the number of internal students transferring into Year 12 is less than the overall figure for the year group, which is 220. Following the admission of internal students transferring from Year 11, all remaining places will be allocated to learners who have met the entry requirements for the particular course of study.

All offers made during Year 11 are conditional on pupils meeting the grade specified and will only become firm offers upon confirmation of actual GCSE results. Offer letters will be sent out before the end of May and offers will be confirmed once the school has been notified of GCSE results in August.

Late applications will be considered if places in appropriate subjects are still available.

Appeals

Parents have a statutory right of appeal, should an application for a place be refused, by writing to the Principal.

A waiting list will be held, ranked according to the over-subscription criteria. The waiting list will be re-ranked, in line with the school's oversubscription criteria, every time a child is added.