Knightsfield School

Admissions Policy

Date policy last reviewed: May 2024

Signed by:

	Headteacher	Date:	2. 5. 2024
	Chair of Trustees	Date:	20 May 2024

Statement of Intent

At Knightsfield School, we welcome all pupils, and places at the school are offered in an open and fair way. Our admissions process is delivered in-line with the Equality Act 2010, the School Admissions Code, the School Admission Appeals Code, the Human Rights Act 1998 and the School Standards and Framework Act 1998.
The number of places available is determined by the capacity of the school, and is called the 'agreed admissions number'.

The table below sets out who the admission authority is 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 the school?
Academy	Academy trust	Schools Adjudicator	Academy trust

1. Legal framework

1.1 This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- The Children Act 1989
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2014) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- DfE (2012) 'Fair access protocols in School Admissions'

1.2 This policy also operates in conjunction with the following school policies:

- Equal Opportunities Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

2. Roles and responsibilities

2.2 The admission authority is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Outlining the school's admissions arrangements and publishing them on the academy website.
- Communicating clearly any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
- Communicating oversubscription criteria clearly to parents.
- Notifying the LA of any in-year admissions and their outcomes.

2.3 The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

2.4 The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.

- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions.

3. The Admissions Process

- Knightsfield School is a Special Educational Needs Academy for hearing-impaired children who have a range of hearing loss. A pupil's first Special Educational Need type must be Hearing Impairment.
- On admittance, pupils must have an Educational, Health and Care Plan which names Knightsfield School as the education provider.
- Academic criteria are not used to enrol at Knightsfield School's sixth form and this is the same for internal and external applicants as long as they meet the school's admission criteria.

4. Admissions arrangements

- Parents wishing to consider Knightsfield School as a placement for their child from the age of 9 should first contact the school to arrange a visit. We encourage children to accompany their parents on this visit.
- Following this visit, parents who would like to proceed further should arrange for an assessment visit for the child to spend some time at Knightsfield with the objective of ascertaining if the child's needs can be met with particular emphasis on communication. If a pupil is currently educated in a Hertfordshire Hearing Impaired Unit the school may not deem a visit necessary.
- Parents should contact their own Local Authority for a request to be formally made and will be directly considered by Knightsfield School
- Requests for placement for non-Hertfordshire children must be made by the Local Authority directly to Knightsfield School.
- Hertfordshire parents would normally discuss placements at the Annual review of their child's Education, Health and Care Plan.
- If a placement at Knightsfield School is considered appropriate then an offer of a place will be made through their Local Authority and parents will be informed. If the school is not an appropriate placement for the child the Local Authority will notify the reasons why.
- 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 Admissions Appeals Code and not the Local Authority.

- 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
- Knightsfield School will consider all pupils on the waiting list in order, although some placements may be accepted out of order due to spaces becoming available in respective year groups

5. Considerations

- For children outside of 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.
- For families of UK service personnel with a confirmed posting in the area, or Crown servants returning from overseas to live in that area, Knightsfield School must allocate a place in advance for the children with a hearing impairment.
- Knightsfield School will treat applications for children coming from overseas in accordance with Home Office rules for European and non-European nationals.
- Knightsfield School will not refuse to admit excluded children in the normal admissions round on the basis of their behavioural exclusion elsewhere. However where a child has been 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. The twice-excluded rule does not apply to pupils who were below compulsory school age at the time of exclusion, children who have been re-instated following permanent exclusion (or would have been had it been practical to do so) and children with EHC Plans.
- The School support the view that every child should be in the right school for their needs. If it becomes apparent that the child's primary need is not deafness or that the school can no longer meet the needs of the child an interim review may be requested, which may result in a more suitable school for need being identified.

6. Admissions appeals

- Parents have the right to appeal an admission authority's decision
- Parents **must,** if they wish to appeal, set out their grounds for appeal in writing
- 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 organising the appeal and must do so in accordance with the School Admission Appeals Code. The panel must be independent of the school.
- Any person or body, who considers the school's arrangements unlawful, or not in compliance with code or relevant law relating to admissions, can make an objection to Office of the Schools Adjudicator (OSA). The Schools Adjudicator must then consider whether the referred arrangements comply with the Code and with the law relating to admissions.

7. Pupil registration regulations

- Knightsfield School promotes good attendance, aims to reduce absence and acts early to address patterns of absence
- 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.
- Our admissions register contains an index in a clearly identified order that includes pupils details including:
  - Pupil's full name
  - 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 pupil's date of 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

- The attendance register, which are recorded electronically on SIMS, 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
  - Attending a medical appointment
  - Unwell
- If children are 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

- This policy will be reviewed by the trustee body on an annual basis or as and when required