



**HOMEWOOD SCHOOL & SIXTH FORM CENTRE  
SCHOOL ADMISSIONS POLICY 2017**

*NB : within these criteria the term parent is used to refer to parents or legal guardians.*

**Numbers**

The Planned Admission Number for Year 7 entry in August 2017 is set at 390.

Before the application of oversubscription criteria, children with a statement of special educational need which names the school will be admitted. As a result of this the Planned Admissions Number will be reduced accordingly.

**Over-subscription**

If the number of applications for admission exceeds the number of places available, places will be allocated in following priority order:

- a) Children in Local Authority Care
- b) 20% of intake will be admitted with reference to ability or aptitude
- c) Current Family Association – a brother or sister attending the school when the child starts.
- d) All other children by distance from the school

**Waiting Lists (from 16 March 2017)**

In the case of over-subscription, after all places have been offered following the criteria, a waiting list will be kept from March 2017 in case some students prove unable to take up the places offered. Eligible students will be placed on a waiting list in descending order, according to the over-subscription criteria.

**Admission to the 6<sup>th</sup> Form**

Students are able to join the School in Year 12 for Sixth Form studies. The specific academic entry requirements are set down in the Sixth Form Centre Prospectus. Students in Year 11 at Homewood School & Sixth Form Centre have priority over those seeking to join the Sixth Form from other schools. No more than the Published Admission Number for Year 11 (currently 360 students) are admitted to Year 12 and in the event of over subscription the criteria to be applied for admission will be those listed in paragraphs c) and (d) above. No more than 50% of this number will be new admissions from other institutions.

**Admission late into Year 7 or into other year groups up to Year 11**

For other applications for admission to the School such as:

- late applications for admission to Year 7
- applications for admission to years other than years 7 and 12.
- applications for admission to any year after the beginning of the school year

Places will be offered, if they are available, to applicants according to the criteria specified in paragraphs a), c) and d) above.

**General**

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

- When a parent has failed to respond to an offer within the time specified in the offer letter; or
- When a parent has failed to notify the school of important changes to the application information; or
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.



The School will agree any changes to its admissions arrangements with the Secretary of State for Education. It will establish arrangements for appeals against non-admission which will include an independent element. Details of admissions and appeals arrangements will be published each year. A map of the location of the school may be found on our web-site [www.homewood-school.co.uk](http://www.homewood-school.co.uk)

## Definitions

### Looked After Children / Children in Local Authority Care

A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is subject of a care order under Part IV of the Act. This will now also include children who were In-Care and have subsequently been adopted

### Ability or Aptitude

All applicants will be invited to take part in an Assessment with the information gained from the assessment being used to select 78 students according to the scores achieved. In the event of a group of applicants having the same score at the 20% percentile the criteria for selection from that group will be according to criteria specified in paragraphs c) and d) above.

Only in exceptional circumstances will any applicant not able to take part in the assessment on the arranged date be offered an alternative date; those opting not to be assessed will be allocated places under the arrangements set out in paragraphs a), c) and d) above.

### Sibling / 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, stepbrothers or sisters and foster brothers and sisters.

If siblings from multiple births (twins, triplets etc) apply for a school place and the school would reach its Planned Admissions Number (PAN) after admitting one or more but before admitting all of the siblings, places will be offered to each of the siblings, even if doing so takes the school above its PAN.

The Pan will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN

### Distance / Nearness of children's home to school

The distance between the child's permanent home address and the school is measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody.

The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA. A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and 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.

### Pupil's home address

A pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to domestic or special arrangements. The address must be the pupil's home address on the day the application form is completed and it must be EITHER owned by the child's parent, parents or guardian, OR leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement. If the parents live separately but share responsibility for the child and the child 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.

Principal: Mrs S J Lees MA (Oxon) NPQH

ASHFORD ROAD, TENTERDEN, KENT TN30 6LT • Tel: 01580 764222 Fax: 01580 766267 Email: [info@homewood.kent.sch.uk](mailto:info@homewood.kent.sch.uk)

[www.homewood-school.co.uk](http://www.homewood-school.co.uk)

Homewood School & Sixth Form Centre is a charitable company limited by guarantee, registered in England and Wales (registered no. 07736448).  
Registered office: Ashford Road, Tenterden, Kent TN30 6LT





Supplementary Information to Support your Application for a place at Homewood School & Sixth Form Centre in August 2017

Please complete the form in capital letters and return it direct to The Admissions Officer, Homewood School, Ashford Road, Tenterden, Kent, TN30 6LT before 31st October 2016

I have applied for a place at Homewood School & Sixth Form Centre in August 2017 for my daughter/son:

Table with 4 columns: Your child's name, M/F, Legal name if different, Your child's date of birth.

Parent(s) Name(s) [text box]

Current Address: [text box]

Full Post Code: [text box]

Home Telephone Number: [text box]

Child's Primary School: [text box]

Please answer the following questions:

1. Does your child already have a sibling on roll at the time of admission living permanently at the same address

YES [checkbox] NO [checkbox] (please tick one box only)

PARENTAL DECLARATION

I hereby declare that the information given by me on the form is correct to the best of my knowledge and does not vary from the Secondary Common Application Form. I will inform the school immediately of any changes and understand such a change could affect the security of a place at Homewood School & Sixth Form Centre. I also understand that failure to inform the school of any changes in the information given above may mean our application will be treated as fraudulent.

Signed.....

Date.....

Principal: Mrs S J Lees MA (Oxon) NPQH

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