

Keswick



School

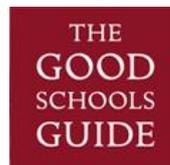
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ADMISSION POLICY 2018-2019 (KS/ADM/005)

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Committee Responsible:	Admissions
Lead Officer:	Headteacher
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Signed:	
Date:	



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ADMISSION POLICY 2018 – 2019

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ADMISSION POLICY 2018/2019

1.0 ADMISSION NUMBER

1.1 The admission number is 178. This is the number of children who will be admitted to the school in the Year 7 intake of September 2018.

This is the sum of:

- a. Day entry total 170 pupils
- b. Boarding entry 8 pupils

2.0 DAY ADMISSION

2.1 The Closing Date for Applications

2.1.1 The closing date for Year 7 applications for September 2018 entry is 31 October 2017. Parents are requested to make an application via Cumbria County Council's on-line system. Information can be obtained by accessing their website: http://www.cumbria.gov.uk/land-page/schoolsand_learning.asp (correct Dec 2016) and click on the box 'school admissions' – how to apply for a school place in Cumbria. Alternatively parents can complete a paper form of the application (Form SA3) which can be returned to the primary school for onward dispatch or can be sent directly to School Admissions and Appeals, Children's Services, Lower East Wing, Parkhouse Building, Baron Way, Kingmoor Business Park, Carlisle CA6 4SJ.

2.2 Oversubscription Criteria

2.2.1 Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

1. Looked after children or previously looked after children, giving priority if necessary to the youngest children¹.
2. Pupils living within the catchment of the school. In the event of oversubscription at this stage distances will be measured in a straight line using the GIS mapping system operated by the Local Authority, from the front door of the school to the front door of the child's home, the shorter distance having the higher priority.
3. Where the out of catchment child has a brother or sister attending the school at the time of application².
4. Where there are exceptional social, medical or educational reasons for admitting the out of catchment child, based on information supplied by the applicant. The supporting evidence should clearly state why Keswick School is the most suitable school and the difficulties that would be caused if the child had to attend another school. The evidence will be assessed by the Head and Governors in consultation as necessary.

1. A "looked after child" is one who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time of application and who the local authority confirms will still be looked after at the time of admission. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹ (or became subject to a child arrangement order or special guardianship order¹).
2. A "brother" or "sister" means the sister, brother, twin, half brother or sister, adopted brother or sister, or child of the parent or partner, residing in the same house at the time of application.

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5. Where the child of a member of staff:
 - (a) who has 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
 - (b) who is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Proximity of the child's home to the school outside of catchment, with those living nearer being accorded the higher priority. Distance will be measured in a straight line using the Local Authority GIS plotting system, from the front door of the school to the front door of the child's home.

2.2.2 In the event of a tie break under Criteria 2 and 6, when all other factors were equal, random allocation will apply.

2.2.3 Any child who has a statement of educational need and/or education health and care plan, naming Keswick School, will be admitted into the new Year 7 intake.

2.3 The Right to Appeal

2.3.1 Any parent not offered a place has a right of appeal to an Independent Appeal Panel. The panel would be entirely independent of the Governing Body. Any parent wishing to appeal should write to the Admissions Secretary, Mrs Tracey Troman at Keswick School, Vicarage Hill, Keswick, Cumbria CA12 5QB.

2.4 Waiting List

2.4.1 Following the allocation of places in the Year 7 intake the Local Authority will, at the end of March, re-allocate any places which become available as a result of parents not wishing to take up their offer. The Governing Body will then re-allocate any places which become available until the start of the academic year.

2.4.2 Keswick School will operate a waiting list until Christmas 2018. If places become available during this period they will be allocated in the same priority as the published oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the local Fair Access Protocol, take precedence over those on a waiting list.

2.4.3 If the school is oversubscribed the address of the parent with whom the child lives will be used. Where this is difficult, the address of the parents claiming child benefit will be used. The Governors reserve the right to ask for confirmation that the address used is not of a temporary nature, for example by asking for suitable documentation.

3.0 BOARDING ADMISSION

3.1 The Governors have agreed to admit up to 8 boarding pupils into Year 7 for September 2018³. Applications for boarding should be made via the application forms available to download from the school's website and sent directly to the school for the attention of Mrs Sally Pepper (Boarding Admissions Secretary).

3.2 Conditions for State Boarding Applications

1. Applicants for a boarding place at Keswick School must be UK or EU citizens (correct Dec 2016) or have full UK passports with the right of abode in the UK.

³ The actual spaces available depend on the configuration of dormitories and in some years there are fewer places than in others for certain year groups.

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2. All applicants must attend an interview to establish suitability for boarding in accordance to the UK government’s published guidelines.
3. Applicants whose parent or parents do not normally live in the UK or who travel frequently away from home must have an adult guardian who resides within the UK.
4. All applicants for boarding places will be asked to commit contractually to pay the boarding fees and expenses incurred at the school and to pay an acceptance deposit of one term’s fees on receipt of an offer. The acceptance deposit will be retained in the Boarding fund of the School’s account until the boarder leaves when the final invoice will be adjusted to reflect this.
5. Boarding fees must be paid in full prior to the student’s arrival for the term in question. This is set out in more detail in the boarding contract.

3.2.1 The two principal criteria for admission consideration are below; all potential boarders should be able to meet one of these criteria:

1. Looked after and previously looked after children¹.
2. Children with a need to be considered for a boarding place and where circumstances clearly point to a benefit from boarding⁴.

3.2.2 Parents may apply for either a day or a boarding place at Keswick School.

3.2.4 Siblings of boarders on the school roll at the time of application will not be given priority for a day place.

3.3 Oversubscription Criteria

3.3.1 If the School receives more applications than it has places available, the following criteria will be applied at the date of decision, in the order set out below. If more children qualify under a particular criterion than there are places available, the subsequent criteria will be applied in order as a tie-break:

1. Children who have a brother or sister at the school at the time of admission².
2. Children of members of the Armed Services.
3. Children whose parent or parents work(s) abroad or who travel(s) frequently away from home.
4. Children who can prove that they have a particular medical or social reason for attending the school as a boarder and which the school can meet⁵.
5. Children whose parent or parents can demonstrate why it is likely that their child will need to take advantage of the school’s boarding facility in order to safeguard the continuity of their education⁶.
6. Children whose normal residence is in the United Kingdom but outside the School’s catchment area for day pupils.

⁴ Parents and carers are advised to consider the oversubscription criteria carefully when completing their application for a Year 7 boarding place. A “boarding need” is not to be confused with a family’s preference for a child to board.

⁵ Documentary evidence from a medical consultant, social worker or other related sector professional will be required if applicants wish to be considered under this criteria. A second wider professional opinion may be sought by a Governors’ Admissions Panel who will consider all the evidence to make their decision about whether or not this criterion is fulfilled.

⁶ Documentary evidence from employers, medical consultant, social worker or other related sector professional will be required if applicants wish to be considered under this rule. A Governors’ Admission Panel will consider all the evidence to make their decision about whether or not this criterion is fulfilled.

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3.3.2 All applicants will be invited to interview at the school to establish suitability for boarding. This will not be to assess academic aptitude, but to ensure that the applicant wishes to join Keswick School, that the applicant and parent or parents accepts the conditions of entry and that the applicant is suitable for boarding according to the government’s guidelines and the ethos and practical limitations of Keswick School. The conditions relevant to this consideration are (a) whether a child presents a serious health and safety hazard to other boarders; or (b) whether a child is developmentally suited to a boarding place. A completed application form, together with a report and reference from your child’s current school and subsequent interview, will be used in accordance with government guidelines to determine the suitability of an applicant to board, and this may include information provided by the applicant’s current school and/or information provided by the home local authority on safeguarding issues.

3.3.3 Keswick School will not apply any form of selection by aptitude or ability and will not give priority to children on the grounds of comparative suitability. The oversubscription criteria will be applied as set out above, though the essence of suitability is fundamental to the process and the child must be allowed to state separately from their parents or guardians whether they wish to board. The interview will seek to determine whether the applicant will be able to cope with and benefit from a boarding environment, without prejudice to others who have already been admitted.

3.4 The Right of Appeal

3.4.1 Any parent not offered a place has a right of appeal to an Independent Appeal Panel. The panel would be entirely independent of the Governing Body. Any parent wishing to appeal should write to the Boarding Admissions Secretary at Keswick School, Vicarage Hill, Keswick, Cumbria, CA12 5QB.

3.5 Statement of Boarding Principles

- Boarding provides a happy, caring environment that meets the needs of everyone and provides opportunities for personal development
- Boarders can approach any member of the school community, confident in the knowledge that they will be treated and respected as an individual
- Boarders will develop greater independence as they take responsibility for themselves, others and their environment
- Boarders will develop leadership qualities and the ability to work as part of a team in a boarding community
- Boarders will develop intellectually through well-structured prep with access to staff and other pupils in an atmosphere that values effort and provides positive encouragement
- Boarders will participate in the extra-curricular programme, weekend activities and other opportunities (KS3/4 boarders must engage with at least two activities after school each week)
- Boarders will work, play and relax free from abuse, intimidation, harassment, and bullying
- Boarders will benefit from a structured organisation to the day and the importance of making sensible and constructive use of leisure time
- Boarders will follow a discipline policy that demands high expectations in terms of personal behaviour, and they must accept the consequences in cases of misconduct
- Boarding provides opportunities to develop spiritually, culturally, morally and socially
- Boarding will provide an environment that is, as far as possible, free from physical hazards and dangers of any sort
- Boarding will provide accommodation that is comfortable and suited to the needs of boarders, according to age and maturity and provide adequate levels of privacy

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- The Boarding House will develop and maintain channels of communication with parents, to ensure there is a partnership regarding the support and development of every boarder

3.5.1 It is our expectation that boarders will become good citizens, learning to behave in an acceptable manner and achieving success in their school work and future careers. Boarding must be a partnership between adults and children based on mutual trust and respect, and it should be acknowledged that it is not a commodity that suits every individual.

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