

# The King's School Governors

## ARRANGEMENTS FOR ADMISSION OF PUPILS INTO YEAR 7 IN SEPTEMBER 2012

Children who are to be admitted must be eleven years of age that is born between 1st September 2000 and 31st August 2001, both dates inclusive.

### PROCEDURE

- 1a) During September 2011 families resident within Wolverhampton, will be issued, via the child's Primary School, with a booklet from the Local Authority [LA] entitled "The Inter LA co-ordination of Secondary Admissions 2012/13" which contains full details of the admissions criteria and processes as well as copies of the governors' Supporting Information Form and the LA's Common Application Form [CAFI].
- b) Families resident outside Wolverhampton will also receive information from their 'Home LA' which will include a common application form.
- 2 In October 2011, brochures and Supporting Information Forms will be available at The King's School. Brochures will also be available from the Headteacher of their child's primary school.
- 3 Parents may call at the school or write to the Admissions Officer requesting a brochure and/or Supporting Information Form. A self-addressed 10" x 14" envelope should be enclosed.
- 4a) Families resident within Wolverhampton must complete the LA's Common Application Form [CAFI], indicating a ranked preference for The King's School and return the form to the 'School Admissions and Transfers Section' at the Civic Centre in Wolverhampton or to their child's current Wolverhampton Primary School, **before 23:59 hours on 31 October 2011**. The CAFI can also be completed on line. Visit [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions).

**PLEASE NOTE THAT FAMILIES MUST INCLUDE THE KING'S SCHOOL ON THE COMMON APPLICATION FORM CAFI TO ENABLE THE GOVERNORS TO CONSIDER THEIR APPLICATION.**

or

- b) Families resident outside Wolverhampton must complete the appropriate common application form issued by their 'Home LA' and return it to them in accordance with the information issued, indicating a ranked preference for The King's School.

**PLEASE NOTE THAT FAMILIES MUST INCLUDE THE KING'S SCHOOL ON THE COMMON APPLICATION FORM TO ENABLE THE GOVERNORS TO CONSIDER THEIR APPLICATION.**

- 5 The governors' Supporting Information Form must be completed by all families and returned directly to the Admissions Officer at **The King's School before 4.00 p.m. on Friday 2nd December 2011** and not to their Home LA or the child's Primary School.

Applicants should enclose a self addressed stamped envelop if they require an acknowledgment of receipt.

- 6 The Governors will consider applications from those who have only completed the common application forms. However, parents should note that, when the Governors assess the applications, they pay particular attention to the detailed information contained on the Supporting Information Form.
- 7 A member of the clergy/faith community must be asked to support the application on the Supporting Information Form, confirming the details of membership and commitment supplied by the applicant.
- 8 On March 1<sup>st</sup> 2012, families will be advised, by their own Local Authority, of the school at which a place has been allocated.

- 9 Families who subsequently accept the offer of a place at another school should advise the Admissions Officer immediately, in writing. This will enable the Governors to offer the place to another family.**

## **LATE APPLICATIONS**

Governors will consider applications received after the closing date of December 2<sup>nd</sup> 2011 once those received on time have been considered.

## **WAITING LIST**

In the event of a place not being offered, applicants will automatically be placed on the Waiting List, provided they have ranked The King's School on the common application form, higher than the school at which they have been offered a place. However, applicants should advise the Local Authority in writing if they do NOT wish their child's name to be placed on the Waiting List.

For each of the four categories, Governors will maintain lists ranked in accordance with the oversubscription +clauses detailed in the Admission Criteria. Whenever a vacancy occurs, the Governors will re-allocate the place to the highest ranked application on the waiting list for the category where the vacancy has arisen. These lists will be maintained until 31<sup>st</sup> December 2012

## **FORMAL APPEALS**

In the event of a place not being offered, notice of the intention to appeal to the Independent Appeals Panel, established under Section 94 of the School Standards and Framework Act 1998, and must be made to the Chair of Governors via the Admissions Officer at the school **before March 16<sup>th</sup> 2012**. In due course, parents will be sent the necessary Appeal Form by the Admissions Officer and details as to when and where the Appeal will be held will be forwarded to the parents after the Appeal Form has been lodged. If the appeal is unsuccessful, the Governors will not consider a further application within the same academic year, unless there have been significant and material changes in the family's circumstances.

## **REPEAT APPLICATIONS**

Unless there are significant and material changes in circumstances, governors will not consider a repeat application in the same academic year.

## **NUMBER OF PUPILS TO BE ADMITTED IN SEPTEMBER 2012**

The number of pupils being aged 11 years (that is born between 1<sup>st</sup> September 2000 and August 31<sup>st</sup> 2001), to be admitted into Year Seven in September 2012 will be 150 (one hundred and fifty).

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## **ARRANGEMENTS FOR ADMISSION OF NEW PUPILS INTO YEAR 12 IN SEPTEMBER 2012**

### **PROCEDURE**

Application from students from other schools should be made in the first instance to the 14-19 Co-ordinator for a Post 16 Education booklet and a Post 16 Evidence Form. The Form should be completed and returned to the school by **4.00 p.m. on Friday 2<sup>nd</sup> December 2011**

All applicants will be notified of the outcome of their applications by the end of February 2012 half term.

In the event of a place not being offered, notice of the intention to appeal to the Independent Appeals Panel, established under Section 94 of the School Standards and Framework Act 1998, and must be made to the Chair of Governors via the Admissions Officer at the school fourteen days after the date of notification of outcome. In due course, students will be sent the necessary Appeal Form by the Admissions Officer and details as to when and where the Appeal will be held will be forwarded after the Appeal Form has been lodged.