

YEARS 6 TO 7

ADMISSIONS INFORMATION BOOKLET

2025 - 2026

☎ 01732 454 608 (*option 3*)

✉ admissions@knoleacademy.org

KNOLE ACADEMY ADMISSIONS PROCESS



For year 7 entry September 2025

OPEN DAY

Open Day will be taking place:
Saturday 21st September 2024
9:30am - 3:30pm.

We are offering self-guided tours to give you an insight as to what we offer here at Knole Academy.

VISUAL EXPRESSIVE ARTS TEST

Opens **Monday 16th September 2024**
and closes **11th October 2024.**

Please see the website for more details.

17TH OCTOBER 2024

Children who took the Kent Test will receive their results by this date.

For those who wish to name Knole Academy on their SCAF form you can seek eligibility for a place in the Grammar Stream by submitting your child's testing results to us via our website by **Wednesday 23rd October - 12:00.**

Please note: this is not the only route into the Grammar Stream.

Outcome emails will be sent **Friday 25th October by 16:00** (if you do not hear by this date, please contact our Admissions department for advice on admissions@knoleacademy.org).

31ST OCTOBER 2024

Secondary Common Application Forms (SCAF) and online applications need to be completed and returned to KCC with up to 4 secondary school choices by this date.

Residents outside Kent must complete their home Local Authority's SCAF.

PLACES, WAITING LISTS & APPEALS

3rd March 2025 - School places are offered via email/letter from Kent County Council.

17th March 2025 - Please confirm to KCC if you would like to be placed on our waiting list by this date if you did not receive a place.

31st March 2025 - All appeal requests should be completed by this date. Details will be on our website.

24th April 2025 - Any vacant places will be reallocated by Kent County Council using the waiting list.

AFTER 24TH APRIL 2025

From this date, the waiting list will be maintained in-house at Knole Academy and vacancies will be filled as they arise.

All places will be ranked in order, in compliance with our Admissions criteria.

ADMISSIONS FAQs

HOW DO I APPLY FOR A PLACE FOR MY CHILD AT KNOLE ACADEMY?

YEAR 6 TO YEAR 7 TRANSITION

Applications for secondary school places start at the beginning of a new academic year (September). Your child's primary school will advise you closer to the time when applications are open.

Please also keep an eye on Kent County Council's website for updates:

www.kent.gov.uk/education-and-children/schools/school-places/secondary-school-places#tab-2

If you are a resident of the Bromley borough (or other), please keep an eye on their website for updates. Please note that when the time comes to choosing secondary schools, you can still put Knole Academy down as a choice, even if you are residing in a different borough.

IN YEAR CASUAL APPLICATIONS

For in year casual applications, you will need to complete and return to us the appropriate form which can be found at knoleacademy.org/secondary/admissions/ under 'In Year Casual Applications'. Completed applications should be sent directly to Knole Academy for the attention of the Admissions Officer. If the academy does not have space in a year group, you will be sent a letter informing you that the academy has no places for your child. You will then have an option to go on the academy's waiting list and/or appeal. Names are kept on the waiting list for the remainder of the academic year, at the end of which all names are removed. Should you wish your child to remain on the waiting list for the next academic year, it is your responsibility to submit another IYCAF.

I LIVE ABROAD AND AM MOVING TO THE SEVENOAKS AREA, HOW CAN I APPLY FOR A PLACE AT KNOLE ACADEMY?

If you are planning to move into the area, we need to have proof that you are residing in the UK before we can process any in year application in the first instance.

Providing that we have space in the year group you require, and you have proved you are domiciled in the UK, we can process your application.

If there are no spaces in the year group, you can apply for your child to be placed on the waiting list or you can appeal. Please see above response regarding 'In Year Casual Applications' for more information on how to do this.

WHAT IS YOUR CATCHMENT AREA?

Knole Academy does not have a definitive catchment area. Our 'catchment' area is subject to change every year as it is based on the number of applicants, their address and their distance from the school- we can therefore not predict on a yearly basis. As an indicator, from previous years, we offered places to as far as 7.669 miles (as the crow flies) on National Offer Day.

Please be aware that if your child does not receive a place at Knole Academy, they can be placed on our waiting list which is usually administrated from April for the following academic year.

If you feel like your child shows a natural flair in Art, Dance, Drama or Music, you can sign them up to take part in our Expressive Arts test. We offer 24 places (*10% of our PAN*) to those who meet the standard in the Expressive Arts.

These places rule out distance as a criteria and we advise those who live further away to the school to sign up if their child has interest in one of the four subjects. Applications are online and open in September for admission for the following academic year. Please see our website.

HOW CAN I APPLY FOR AN EXPRESSIVE ARTS PLACE AT KNOLE ACADEMY?

Our expressive arts places will be open for online application from September – please keep a look out for the application form on our website.

Please note that the tests are based on aptitude rather than ability. 10% of our admission places (24) will be offered to students who show a particular aptitude for performing arts and/or the visual arts. Expressive arts places have been provided by the governors for students who have an aptitude for the expressive arts and who would not otherwise be able to gain access to a place due to the distance of their home from the school.

We have four expressive arts aptitude tests, of which your child can sit only one of the tests. The areas are Visual arts, Dance, Drama or Music.

For further information, please read our Admissions Policy here:

<https://dev.knoleacademy.org/statutory-information/policies/>

DOES MY CHILD NEED TO PASS THE 11+ TO RECEIVE A PLACE AT KNOLE ACADEMY?

No. Knole Academy is an all-inclusive, all-ability school and therefore your child does not need to pass the Kent Test to receive a place.

HOW CAN MY CHILD BE PLACED IN THE GRAMMAR STREAM?

Knole Academy is not a grammar school, though we do however have a grammar stream.

Our grammar stream allows us to provide accelerated learning and greater challenge for those students who show aptitude in the Kent Test, and or achieve a high score in the Knole Academy Test. Students in the grammar stream are expected to achieve grades 7-9 in their GCSEs and aspire to attend Knole Academy Sixth Form and then University.

For Year 6 to Year 7 transition - To seek eligibility for a place in the Grammar Stream, please submit your child's testing results to us before 31st October. Please note this is not the only route into the Grammar Stream.

All routes into the grammar stream are dependent on Kent County Council offering Knole as your chosen secondary school in the first instance. Further entry into the Grammar

Stream is also based on Kent Test results, SATs results and the results of the English and Maths testing taken by our new Year 7's in the summer term. Please be aware that proximity from the school is not a route into the grammar stream and you cannot not apply separately for a place.

HOW DO YOU ALLOCATE SCHOOL PLACES?

The Academy will consider all applications for places at Knole Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places at the Academy to all those who have applied. 90% of places will be offered without reference to aptitude or ability. Knole Academy is an expressive arts school and 10% of the places (24) will be offered to students who show a particular aptitude for performing arts and/ or the visual arts.

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. Before the application of oversubscription criteria, children with an Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly. After the admission of pupils with an Education, Health and Care Plan, where Knole Academy is named on the Statement, the criteria will be applied in the order in which they are set out below:

- a) 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 (known as Internationally adopted previously looked after children – IAPLAC) 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. Where evidence documentation of IAPLAC status requires translation into English, it is the responsibility of the applicant to provide documents translated by a professional translation service and proof of this must be available.
- b) Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority under health and special access reasons will be given to those children whose mental or physical impairment or social need means they have a demonstrable and significant need to attend a particular school. Equally, this priority will apply to children whose parent's/ carer's physical or mental health, or social needs means that they have a demonstrable and significant need for their child to attend a particular school. Please note that social needs do not include your intended or current childcare arrangements. Knole Academy Admissions Policy Page 5 of 8 All claims will need to be supported by written evidence from a suitably qualified medical or other practitioner which can demonstrate a special connection between these needs and the particular school that parents feel can accommodate these needs. This must be sent directly to the school (Knoleacademyadmissions@knoleacademy.org or by post for the attention of Knole Academy Admissions) by the published date in Kents admission to

secondary school documentation available at:

kent.gov.uk/___data/assets/pdf_file/0005/125456/Secondary-admissions-book.pdf for the school to consider the evidence. Without this evidence when

Knole Academy are ranking children in accordance with their oversubscription criteria, they cannot take your needs into account. In most circumstances, an applicant should only apply for a single school under this criterion. Placing the same evidence for more than one of your preferred schools will only establish that more than one school can accommodate your child's needs. If you feel your circumstances support applying for more than one school, please discuss it with the Kent Secondary Admissions team, who can also provide any other advice required by parents who wish to apply under this criterion.

- c) Where the child is the daughter/son of a member of staff. In this context, daughter/son means children who are natural children, stepchildren, adopted or fostered children. The member of staff must have been directly employed at the school for two years or more 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.
- d) Where the child has a sibling attending the school at the time of entry; 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.
- e) Children who attend an Aletheia Academies Trust (AAT) primary school throughout years 5 and 6.
- f) Proximity of the child's home to the school, with those living nearer being accorded the higher priority*. The school will rely on the Local Authority information provided in the booklet. The school uses measurements provided by the Local Authority and further information on how distances are calculated is available in the LA's Admissions booklet.

If the school's PAN is reached following admittance of one child of a multiple birth, the other child/children will be admitted over the PAN.

HOW DO I REQUEST TO BE ADDED TO YOUR WAITING LIST?

Where in any year Knole Academy receives more applications for places than there are places available, a waiting list will operate for an academic year. This will be maintained by the Academy, and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Please note that for Year 6 to Year 7 transition, the waiting list will be maintained by the Academy Trust from April of that academic year. If you do not receive a place at Knole Academy on National Offer Day, please request to be placed on our waiting list via your local county council in the first instance.

The sixth form waiting list will be maintained until 30th September. It is not usually possible for a student to enter the sixth form in year 13. A student with exceptional circumstances would need to submit written documentary evidence to the Deputy Head responsible for leading the 6th form. Applicants would still have the right to appeal to an Independent Appeals Panel.

Students' position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in the response above. Where places become vacant,

they will be allocated to pupils on the waiting list, in accordance with the oversubscription criteria. If a new student is added to the waiting list, the list will be re-ranked in line with the published oversubscription criteria.

HOW CAN I APPEAL FOR A PLACE AT KNOLE ACADEMY?

As an academy, all our appeals are dealt with externally via Education Appeals. To apply, please complete one of the following online forms:

- Year 7-11: www.rebrand.ly/myschoolappeal
- Post 16: www.rebrand.ly/my6formappeal

Please can we suggest that you read the following appeals guide before completing your appeal form:

<https://www.educationappeals.com/appealinfo/>.

KNOLE ACADEMY ADMISSIONS LOCATION CRITERIA



Measured in miles (*as the crow flies*)

MAP KEY:

BLACK - Places offered out to 5.246 miles on National Offer Day 2024

(Academic year 2024-25)

RED - Places offered out to 7.669 miles as of 1st September 2024

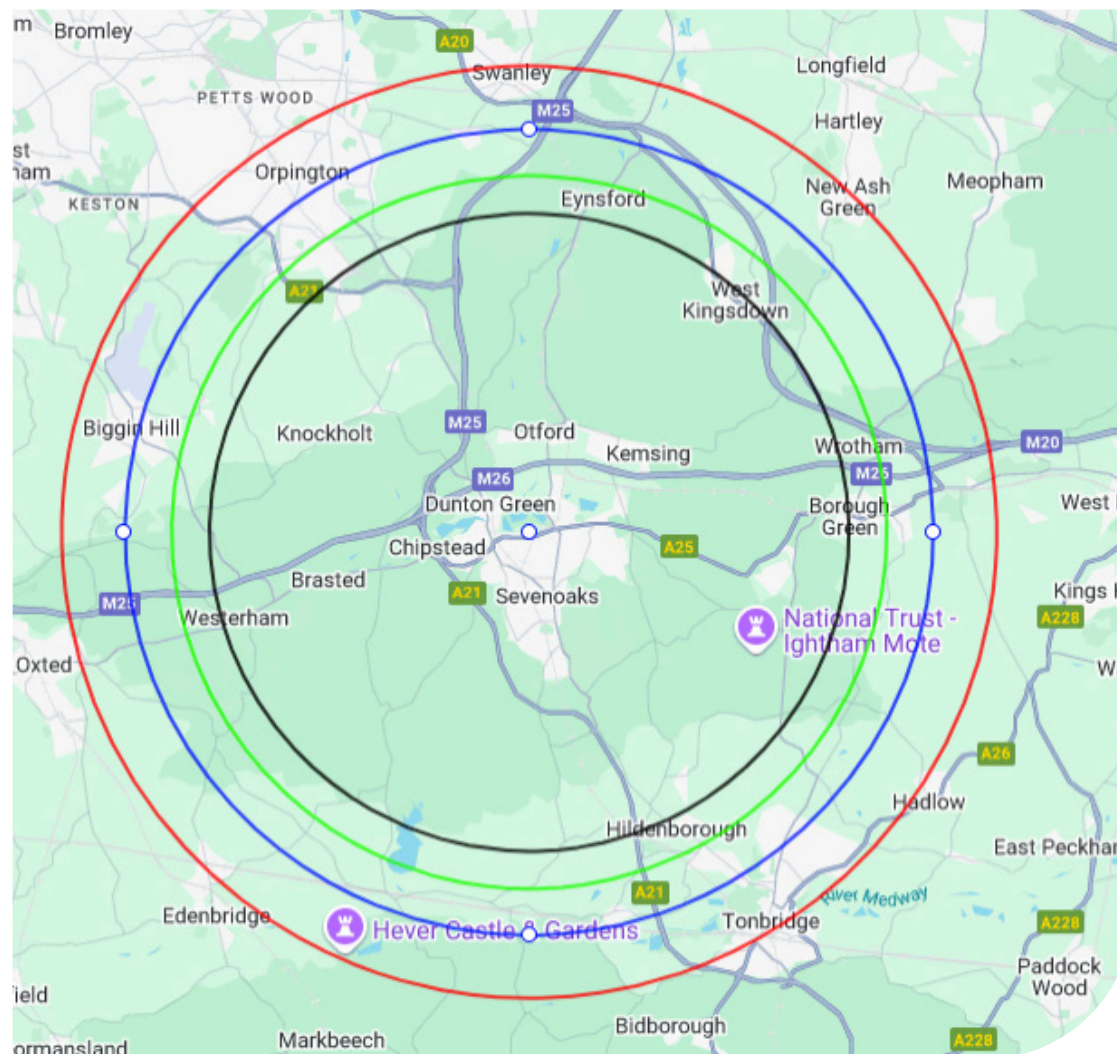
(Academic year 2024-25)

GREEN - Places offered out to 5.866 miles on National Offer Day

(Academic year 2023-24)

BLUE - Places offered out to 6.630 miles as of 1st September 2023

(Academic year 2023-24)





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