



STONE LODGE

SCHOOL

Stone Lodge School In Year Admissions Policy 2023/24 1st September 2023 to 31st August 2024

Applications for entry to Stone Lodge School outside of the normal admission round for entry to Year 7 at the beginning of the academic year in September will be dealt with through the Stone Lodge In Year Admissions Policy. Parents/carers may only apply for a place once in any one academic year.

Stone Lodge will co-ordinate admissions for in-year applications according to the guidelines set out by the Local Authority for In Year Casual Admissions (IYCA), using an In Year Casual Admission Form (IYCAF).

Applications

Parents/carers wishing to apply for a place for their child should complete the IYCAF, a copy of which can be found on the Stone Lodge website or the KCC website. The IYCAF should be sent to the Admissions Office at Stone Lodge School either by post or email to admissions@stonelodgeschool.co.uk

The school will process applications within 15 school days of receipt. Parents will be notified in writing of the outcome of their application.

If there is space in the requested year group a place will be offered and arrangements will be made for the child to start at the school as soon as possible. In the event of multiple applications being received at the same time for the same year group and insufficient places are available, the applicants will be ranked according to the school's determined admissions arrangements for 2023/24 and place(s) will be offered to the highest ranked applicant(s).

If there is no space available the application(s) will be refused and notification in writing will be sent to the parents /carers of the reason for refusal and of their right to appeal the decision, with information on how to, and the deadline for lodging an appeal.

Waiting List

Where no place is available the parents/carers will be offered the opportunity for their child's name to be placed on a waiting list.

A separate waiting list will be held for each available year group and each waiting list will be ranked according to the school's determined over-subscription criteria as detailed in

the Stone Lodge Admissions Arrangements for 2023/24. Every time a child's name is added to the relevant year group waiting list the list will be reranked.

Waiting lists will be kept for the academic year to which they apply. At the end of July waiting lists will be disbanded. Should parents/carers wish for their child to be considered for the next academic year then they will need to make a new application for the next year.

Co-ordination with Kent County Council

In line with legislation, the school will inform Kent County Council (KCC) Admissions of every application received and its outcome as soon as reasonably practicable, and will aim to do this within 2 school days of the parents/carers being notified.

Applications for children to be taught outside their expected year group

Requests for admission outside of the normal age group should be made to the Head Teacher at Stone Lodge explaining the situation and the rationale underpinning the request. The school will, in accordance with KCC Co-Ordinated Scheme for Admissions consider all such requests and will respond to the parent/carer, within 15 school days of receipt, on whether such an application would be accepted. If an application is submitted, it will be processed in line with the admission arrangements and, if applicable, the oversubscription criteria will be applied.

Right to withdraw a place

Stone Lodge School reserves the right to withdraw a place offered to a pupil in the following circumstances:

- When the parent has failed to respond to a confirmed offer within 10 school days; or
- When a place has been offered on the basis of a fraudulent or intentionally misleading application.