

## Kingston Park Academy Admission Arrangements 2020 – 2021

The Academy Advisory Board (AAB) has determined a planned admission number (PAN) of 30. This is the number of children who can be admitted into the “intake year” and preferences are agreed until the PAN has been reached.

### **Procedures where Kingston Park Academy is oversubscribed:**

Kingston Park Academy will first accept all pupils with a statutory right to a place through a Statement of Special Educational Needs (SEN) or Educational Health and Care Plan (EHC) naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below.

#### **Criteria:**

1. Children looked after\* or previously looked after by a local authority
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, have a sibling\* on roll
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area and who, at the time of admission, have a sibling\* on roll
5. Other children who live outside the catchment area

In the event of oversubscription, within **all but the first** criterion, preference will be given to children who live nearest to the academy \*as the crow flies. Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child’s home using the local authority’s computerised distance measuring software.'

*\*See definitions*

### **Special circumstances**

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child’s particular needs will be given special consideration by the AAB. The evidence must be presented at the time of application. Admission under ‘special circumstances’ will take precedence over all but the first numbered criteria.

All applications must be made on the common application issued by the home Local Authority. The application must be completed and returned by the closing date, in line with the coordinated scheme.

All applications received after the closing date will be accepted but considered after those received on time, in line with the coordinated scheme.

If applications exceed the number of places available, the school will operate a waiting list in accordance with the above oversubscription criteria. Places on the waiting list may go up or down depending on whether places become available, or if late applications are received. The AAB of the academy, in partnership with the Local Authority, will administer the waiting list for the duration of the co-ordinated scheme. Waiting lists will remain open for the intake year applications until the end of the autumn term.

If a child is not allocated a place, parents/carers have a statutory right of appeal. Appeals can be lodged by writing to the AAB and appeals are heard by an independent appeals panel. The decision of the panel will be binding on parents and on the academy. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

The AAB operates a single entry admission policy prior to a child's fifth birthday, admitting children full-time at the beginning of the Autumn Term. Some parents wish to defer the start of full-time education until compulsory school age or take up a part time place for their child. If you would like to take up this option, you may arrange the details with the Principal. However, if your child's birthday falls between 1 April and 31 August, deferring admission until compulsory school age would result in your child being admitted into a different admission year and it is advisable to speak to the Local Authority if you are considering this option.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group, for example, summer born children\*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

For Reception year, any parent of a summer born child wanting their child to be admitted outside of the normal age group should make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.

For other year groups, any parent wanting their child to be admitted out of the normal age group should submit a request, in writing, to Kingston Primary Academy as soon as is possible.

When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent. The Academy is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to. All such applications will be considered at the time they are submitted.

\* The term 'summer born' is used to refer to children born from 1 April to 31 August.

### **Operation of Waiting Lists**

As required by the Schools Admissions Code, Kingston Primary Academy will maintain a waiting list for Reception year until the end of the autumn term. Applications for inclusion on a waiting list will be ranked according to our oversubscription criteria as described above.

For in-year applications, where the Academy receives more applications for places than there are places available, a waiting list will operate for unsuccessful applicants. Waiting lists will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on a waiting list for the relevant year group following an unsuccessful application.

### **Arrangements for in-year Admissions**

The Nottinghamshire Local Authority will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry; further details are on our website at [www.kingstonparkacademy.org.uk](http://www.kingstonparkacademy.org.uk)

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.

If more applications are received than there are places available, the oversubscription criteria (above) for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

### **Right of Appeal**

There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made within twenty five (25) school days of the date of refusal.

If refused admission you should contact the Academy at the address below to lodge an appeal:

Kingston Park Primary Academy  
Long Lane  
Carlton In Lindrick  
Notts  
S81 9AW

### **Fair Access**

Kingston Park Primary Academy participates in Nottinghamshire County Council's Fair Access protocol. All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol. The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

### **Fraudulent or Misleading Applications**

As an Admission Authority, we have the right to investigate any concerns we may have about an application and to withdraw the offer of a place if we consider there is evidence that a fraudulent claim has been made or misleading information provided, for example a false address was given which denied a place to a child with a stronger claim.

### **Definitions**

#### **Definition of 'Looked After' children and previously 'Looked After' children**

In accordance with Section 22 of the Children Act 1989, a 'Looked After child' is defined as:

- a child who is in the care of a Local Authority at the time an application for admission to the Academy is made
- a child who is being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to the Academy.
- Previously Looked After children are children who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child

arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Definition of siblings and the position of twins**

Sibling:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half-brothers or half-sisters, legally adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, the children will be considered together. The Academy's admission number may be exceeded; the School Admissions Code makes an exception to the infant class limit in this situation.
- In the case of siblings in the same year group, where there is only one place available in the Academy, these may be considered together. The Academy may go above its admission number as necessary to admit all the children, except in cases where infant class regulations, as stated in the Schools Admissions Code, prevent this from happening.

*1. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order under Section 12 of the Children and Families Act 2014 determining (a) with whom the child is to live, spend time or otherwise have contact and (b) when a child is to live, spend time or otherwise have contact with any person. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)*

### **Definition of the distance to an intending pupil's home**

Distance as the crow flies will be determined using the Local Authority's computerised distance measuring software, using direct (straight line) measurement from the principal entrance of the main administrative building of the Academy to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home.

Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the Academy than any above it.

Where two or more dwellings with the same front entrance are located on the same floor of the same building, the closest dwelling to the front door, counting clockwise, will be regarded as being closer to the Academy than any subsequent dwelling counted clockwise.

### **Home address**

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a Local Authority, where either the parental address or the foster parent(s) address may be used.

Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought.

The evidence should prove that a child lived at the address at the time of the application and will continue to live there after the time of admission. Informal arrangements between parents will not be taken into consideration. The designated officer may also seek proof of residence from the courts regarding parental responsibilities in this matter.

In all cases all those with parental responsibility must be in agreement with the preferences made.

### **Tie Break**

If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place.