

**Kingston Park Academy  
Admission Arrangements 2025 – 2026**

Applications for places at Kingston Park Academy are made in accordance with the National School Admissions Code and with Nottinghamshire County Council Admission Arrangements.

**Published Admission Number:**

The Academy Advisory Board (AAB) has determined a Planned Admission Number (PAN) of:-

- 30 in each class with a maximum of 39 places in our Nursery Unit.

This is the number of children who can be admitted into the “Reception intake year” and preferences are agreed until the PAN has been reached.

Applications must be made through your home local authority. For Nottinghamshire residents, this can be found on the NCC website [www.nottinghamshire.gov.uk/learning/schools/admissions](http://www.nottinghamshire.gov.uk/learning/schools/admissions) and applications should be completed by the closing date for applications as stated in the Nottinghamshire Coordinated scheme.

Information about closing dates for applications and outcomes can be found at [www.nottinghamshire.gov.uk/education/school-admissions/key-dates](http://www.nottinghamshire.gov.uk/education/school-admissions/key-dates)

**Nursery Admissions:**

Children are accepted into the Nursery Unit from the term following their 3rd birthday.

**Reception year admission criteria:**

Children who already attend Kingston Park Academy Nursery must reapply for admission in to Reception.

Children born between the 1 September and the 31 August, in the year they are 5, are admitted into Reception on a full-time basis at the beginning of the Autumn Term. Parents / carers can request that the date their child is admitted to school is deferred until later in the academic year. Applicants of a summer born child that has an allocated place must take up that place within the current academic year. Parents who choose to defer their child’s admission until the September after their fifth birthday must reapply. The parents of a **summer born child** (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that the child is admitted out of the normal age group – to Reception rather than Year 1.

Children may at the wishes of their parent/carer attend part time until then reach the compulsory school age, at which point they must then attend full time. Summer born children that are allocated a place must take up that place within the current admission year. Parents who choose to defer their child's admission until the September after their fifth birthday must reapply.

Admissions should be made prior to the deadline of 15<sup>th</sup> January and the outcomes to the applications will be made on 16<sup>th</sup> April.

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

Kingston Park Academy will first accept all pupils with a statutory right to a place where it is seen in their Educational Health and Care Plan (EHC) as the naming 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.

1. Children looked after by a local authority and previously looked after children.
2. Children who live in the catchment area and who, at the time of admission, have a brother or sister attending Kingston Park Academy
3. Other children who live in the catchment area.
4. Children who live outside the catchment area who have a brother or sister attending Kingston Park Academy at the time of admission.
5. Other children who live outside the catchment area.

Kingston Park Academy have a designated catchment area. Children living in this catchment areas will have higher priority within the oversubscription criteria than children living outside this catchment areas. There is no guarantee of a place for children resident within a catchment area or for children who subsequently move at a later date.

### **Parents can check their catchment area and apply for a place at:**

[www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)

In the event of oversubscription within any criterion, preference will be given to children who live nearest to the Academy as 'the crow flies'. Distances are measured from the principle 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 using the Nottinghamshire County Council's computerised distance measuring software.

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.

In the event of two distances being equal, lots will be drawn by an independent person. The random allocation process will be supervised by someone independent of the academy, and a fresh round of random allocation will be used each time a child is to be offered a place from a waiting list.

### **Admission under Special Circumstances:**

Special consideration will be given to children whose medical needs, mobility support needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the Academy is the only school that can cater for the child's particular needs. Supporting evidence must be presented at the time of application. The AAB will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first of the numbered criteria.

### **Late Applications:**

Certain late applications submitted in the normal admissions round will be treated as on time by Nottinghamshire Local Authority up to the Local Authorities set late admissions deadline. Such applications will be from parents or carers that: Families who have recently moved into Nottinghamshire or can prove that at the time of completing the form that there were exceptional reasons for missing the published date. The Local Authority will treat such applications as on time where it is practical to include them in their first ranking. All other late applications for school places received by Nottinghamshire Local Authority after the specified date will be dealt with after offer day. Further information about late applications can be found on the Nottinghamshire County Council website at [www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place](http://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place).

### **Waiting Lists:**

If your child has not been offered a place at their preferred school, you will be informed of your right to appeal and your child will be added to their year group's waiting list. The waiting list for admission to Kingston Park Academy will remain open until the end of the autumn term of that academic year (31st December). Parents must make a request for their child's name to be put on the waiting list which will be revised annually. Applications that have been refused will automatically be placed on a waiting list. The lists are ranked in the same order as the oversubscription criteria which means that a child's position could go up or down throughout the year. Any late applications will be added to the list in accordance with the order of priority for allocating places. Inclusion on a waiting list does not

guarantee that a place will eventually become available for your child, however, should a place become available we will notify you as soon as possible.

Waiting lists will be held until 31st December of each school year of admission. Parents may choose to make a new application from 1st January of the same school year. Children will then be ranked again in line with the published oversubscription criteria outlined in this document. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

In the event of an application being refused as there are more applications than places available, parents have a right to appeal to an independent appeals panel. The appeal should be lodged within 20 school days.

### **In Year Applications:**

Kingston Park Academy participates in Nottinghamshire County Council's in-year coordinated scheme. Applications can be made for admission outside of the normal round (in-year) at [Changing school in-year | Nottinghamshire County Council](#)

Applications for places in any year group made during the school year, will be considered by the AAB. Where there are sufficient places, an application will normally be agreed by the Admissions Committee. Where the number of applicants exceeds the number of available places, applicants will be ranked in accordance with criterion listed in the 'Over-subscription' section in the same order of priority and places will be awarded accordingly. If a place is agreed, parents will receive confirmation from Nottinghamshire County Council and a start date will be determined.

Any parent whose child is not offered a place in any year group at the Academy will be notified of their right for independent appeal.

Kingston Park Academy participates in Nottinghamshire County Council's Fair Access Protocol.

### **Admissions outside the normal age range:**

Parents may seek a place for their child outside of the normal age group, for example, if a child is gifted or talented or has experienced problems such as ill health. Children should only be educated out of the normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council school admissions team as early as possible. Designated officers will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of the normal age group; and whether they may

naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Head of the Academy concerned will also be taken into account. When informing parents of the decision on the year group to which the child should be admitted, the parents will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority will process the application as part of the main admissions round on the basis of their determined admission only, including the application of oversubscription criteria where applicable.

The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. The right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Appeals:**

If a child has been refused a place, the parent has the right to appeal against the decision. 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 appeal must be made in writing to the Head of the Academy. Advice on how to lodge an appeal will be included in the letter advising that a place has been refused and the reason why the place has been refused. More details on the appeals process can be found on the County Council's website at [www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision](http://www.nottinghamshire.gov.uk/learning/schools/admissions/appeal-a-decision)

### **Transfer to Secondary schools:**

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer from junior to secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group which the child has been educated in up to that point.

## 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 a Parent:**

Parent:

Section 576 of the Education Act 1996 defines “parent” as:

- All natural (biological) parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person.

**Definition of 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 that of the foster parent may be used. If a child’s parents live at separate addresses, the address where the child permanently spends at least three ‘school’ nights (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 application. Informal arrangements between parents will not be taken into consideration.

**Definition of 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.