



## ADMISSIONS ARRANGEMENTS 2025-26

### NAME OF SCHOOL: KINGSWAY PRIMARY SCHOOL

This school is a member of the Minster Trust for Education (MITRE), that organisation being its admissions authority.

The Minster Trust for Education is an inclusive learning community based on the principle of sharing. It operates for the collective good of pupils and students such that high-quality education is sustained and supported, underpinned by strong values, Christian or otherwise. Each member school is unique in its own right and also distinctly part of MITRE.

#### **Kingsway values: Kindness - Independence - Teamwork**

#### **School aims:**

The Kingsway School community is everyone involved with our school - children, parents, teachers, non-teaching staff, governors and the wider community. We value achievement and recognise that we all have an important part to play in making Kingsway a happy and successful school.

We are an inclusive school and provide a broad and balanced curriculum. We are committed to valuing every pupil, acknowledging their strengths and needs. We work to overcome potential barriers to learning, responding to diverse needs and setting appropriate learning challenges. We strive to provide what all our children deserve: the best possible education. We work together to meet the needs of all our children. We give praise and encouragement and recognise each other's achievements and encourage and welcome the participation of parents/carers in all aspects of school life.

As a school community we work to ensure that our children:

- Feel safe, happy and enjoy learning.
- Are respected and valued.
- Have access to a wide and varied curriculum.
- Are offered the full range of activities in our school.
- Enjoy living a healthy lifestyle.
- Develop skills for life.
- Achieve their potential.

## STARTING SCHOOL

Admission of children below compulsory school age and deferred entry to school is the term following a child's fifth birthday.

All children can start school full time in reception in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is deferred until later in the school/academic year or until the term in which the child reaches compulsory school age within this year.



Parents can request that their child takes up a place part-time until the child reaches compulsory school age within the 2025-26 school year. Parents must ensure that they apply for a school place before the closing date of 15<sup>th</sup> January 2025 if they want their child to start in a reception class.

The parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

## APPLICATION PROCESS

Applications for intake at 'normal time' (starting primary school, moving to junior school, moving to secondary school) are co-ordinated by Nottinghamshire County Council and applications must be made to your home local authority. Admissions to all other year groups must be made directly to the school regardless of where you live.

Parents should apply using the **Local Authority Application Form**, to be returned online to their home Local Authority, before the closing date. For Nottinghamshire residents this form can be found on the Nottinghamshire County Council website at [Before you apply | Nottinghamshire County Council](#)

For admission to the school in September 2025, the closing date for the co-ordinated admission scheme is 15<sup>th</sup> January 2025 for entry to reception. Places are allocated on the National Offer Day of 16<sup>th</sup> April 2025 or the next working day for reception. A copy of the co-ordinated admissions scheme is available at [Determined admission arrangements | Nottinghamshire County Council](#)

The published admission number (PAN) for the school is **60**.

All parents must submit an application to the home local authority where they live for a school place. The Local Governing Body of the school (in accordance with the MITRE scheme of delegation) is responsible for applying the oversubscription criteria when more applications are received than there are places available.

Infant classes may not, by law, contain more than 30 pupils with a single teacher. Parents should be aware that when the governors consider applications for places, they must keep to the 30 limit. Parents have the right to appeal if the school is oversubscribed and their child is refused a place. Please see the additional information section.

## ADMISSION ARRANGEMENTS

Pupils/students who have an Education, Health and Care Plan (EHCP) where the school is named will be admitted.

### Special consideration

The following groups of children will be given special consideration by the governors:

Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional at the time of application, and where it can be demonstrated that Kingsway Primary School is the only school that can meet these needs. The Local Governing Body will consider the



written evidence provided to decide whether the application warrants the awarding of a 'special consideration' place. Admission under special consideration will have priority over all but the first of the oversubscription criteria.

### Oversubscription criteria

1. Looked after children and previously looked after children, including 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.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school and children who do not live in the catchment area at the closing date for application and who, at the time of admission will have a brother or sister attending the school or the linked junior/primary school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school. A map of the catchment area is available via this link [School Details | Nottinghamshire County Council](#)
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school.
5. Children who live outside the catchment area. Preference will then be given to the child living nearest the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance of the school using Nottinghamshire County Council's computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of allocation by drawing lots will be used to allocate the places (supervised by someone independent of the school).

## ADDITIONAL INFORMATION

### Withdrawing an offer of a place

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer of a place is found to be fraudulent, effectively denying a place to a child with a higher priority the offer may be withdrawn.

### Hard to place pupils

The school participates in the Nottinghamshire County Council's Fair Access Protocol. Pupils will be admitted in accordance with the locally agreed protocol for 'hard to place' pupils.



## Waiting list

In the event of oversubscription, and where an application has been refused, the school will operate a waiting list in partnership with NCC until the end of the autumn term. The waiting list will be held in place for the remainder of the academic year, and in-year applications for the same year will be added to the list. A child's place on the waiting list will be determined by the above criteria. Places on the waiting list may go up or down depending on whether places become available or if late or mid-term applications are received. Waiting lists are re-ranked in accordance with the oversubscription criteria as new applications are received. The governors of the school in partnership with the Local Authority will administer the waiting list for the duration of the co-ordinated admissions scheme. Inclusion on the waiting list does not mean a place will eventually become available.

## Appeal

All applicants who are refused a place in the school have the right of appeal to an independent appeals panel. Details are given at the time of refusal. Appeals should be lodged within 20 school days of the date of notification of refusal of a school place with the school office.

## Late and in-year applications

Late applications are those submitted after the closing date for the Nottinghamshire co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date outlined in the co-ordinated scheme, if the applicant can provide evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma. All other applications received after this date will be considered late.

Applications for in-year admissions will be processed directly by the school, where a place is available in the appropriate year group then this will be offered. If no places are available, the application will be refused and the right to an appeal will be offered. Please contact the school directly to make an in-year application. In-year application forms can be found on the school website. Parents will be notified of the outcome with 15 days.

## Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group but only in very exceptional circumstances. Reasons might include ill health of the child or if a child is gifted and talented. Parents should submit a request in writing to the school as early as possible and the school will make a decision on a case-by-case basis, considering the best interests of the child concerned. Only in the most exceptional of circumstances will a child be educated outside their normal age group. Further details can be found at [Applying for a school place | Nottinghamshire County Council](#)

The parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.



## SOME DEFINITIONS

### Sibling (brother or sister)

For these purposes, brother or sister includes half-brother or half-sister or legally adopted child living at the same address as the child. It also includes a child looked after by a local authority placed in a foster family with other school age children. It also includes stepchildren, or children who are not related but live as a family unit, where the parents both live at the same address as the child. Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

### Parent

Section 576 of the Education Act 1996 defines 'parent' to include:

- All natural 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.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law (defined in the Children Act 1989). People other than a child's natural parents can acquire parental responsibility through the courts; evidence of this may be required.

### Residence

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 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, whichever of the two addresses 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 when the child stays there for all or part of the week. The governors may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters.

### Looked After, Previously Looked After and Internationally Adopted Previously Looked After

A **'looked after child'** is a child who (a) is in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school.

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. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).



**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 22nd April 2014 is deemed to be a child arrangements order.

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