

## Admissions Policy – Kingsley Primary Academy

### Arrangements for entry in September 2021

#### Pupil Admission Number (PAN)

Kingsley Primary Academy intends to admit 90 children into Reception in September 2021. Kingsley Primary Academy intends to admit 52 children into Nursery in September 2021 for a morning session, for three hours per day, from Monday to Friday (5 days).

We welcome visits to our academy before application and hold sessions on a regular basis during the autumn term where small groups of parents/carers may visit the academy for a tour and an opportunity to ask questions. These sessions are usually conducted by a senior member of staff. Please telephone the Academy office to make an appointment. Information about our academy is available on our website.

The Academy has a Nursery for 3 – 4 year olds and the main school for 4 – 11 year olds. Please see below for Nursery admissions, as this is a separate and different process.

Kingsley Primary Academy is a member of Cirrus Primary Academy Trust (the Admissions Authority). All academies within the Trust have the same admissions criteria.

### Entry to Reception

Parents of children born between 1st September 2016 and 31st August 2017 must complete the Local Authority Common Application Form for the September 2021 intake. The CAF is available online at: [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

Kingsley Primary Academy participates in the Pan London Co-ordinated Admission Scheme for entry to Primary School.

All offers for primary school places are made on the primary National Offer Day (16<sup>th</sup> April or the next working day).

Parents can defer the date their child is admitted to the Academy until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Where the child is attending the Academy's Nursery, a separate application must be made for entry into a Reception Class. Places are allocated according to the admissions criteria shown below; no automatic entry or priority is given to children attending the Academy's Nursery.

## **Admissions criteria**

If the Academy is oversubscribed, priority will be given to pupils with a Statement of Special Educational Needs, where the Academy is named on the Statement or Education, Health and Care (EHC) Plan. The remaining places will then be offered in the order of priority below.

### **Priority 1 – Looked After Children and Previously Looked After Children**

**Looked after children** are children in public care at the date on which the application is made.

**Previously looked after children** are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or child arrangements order, immediately after being looked after.

If an application is made under the looked after criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department. If applying under the previously looked after criterion a copy of the adoption or child arrangements order must also be supplied.

### **Priority 2 – Siblings**

Children with a brother or sister who is reasonably expected to be in attendance at the Academy at the time of the enrolment of the new pupil. A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. Siblings in Year 6 or Nursery at the time of application will not qualify.

### **Priority 3 – Medical**

Children with serious medical reasons for needing to attend the Academy. A serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant. Supporting evidence should set out particular reasons why the Academy is the most suitable and the difficulties that would be caused if the child had to attend another school. The medical reasons must be verified by a doctor or consultant and **declared at the time of application** if known at the time. A medical condition that arises after the application has been submitted should be notified as soon as possible. Decisions on priority of admission on medical grounds will be taken by the Academy's Admissions Panel.

### **Priority 4 – Children of staff at the academy**

Children of staff who:

- have been employed at the Academy for two or more years at the time of the application, and/or
- have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Priority 5 – Distance**

The address given on the application form must be the child's normal place of residence. School places cannot be allocated on the basis of a business address or the address of a relative or childminder.

Distance will be measured in a straight line from the child's home address to the designated entrance of the school using the local authority's computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the parents should choose which address should be used for the purposes of the application. Only one address is used for all preferences on the Common Application Form. In normal circumstances, parents should specify who has the child the majority of the week and evidence that through Child Benefit or other documentation.

If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

The Academy's geographical area of intake may change from year to year depending upon the level of oversubscription and the number and location of applicants.

### **Tiebreaker**

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for two or more applications, the child to be allocated will be selected randomly by the Local Admissions System.

### **Waiting Lists**

The waiting list is ordered in accordance with the priorities identified in published admissions criteria (see above). This means that a child's position on the waiting list can change, depending upon the number of applications received for places at the Academy and whether these applications are accorded a higher or lower priority in terms of the published admissions criteria. The Admissions Code requires admission authorities to order waiting lists on the basis of the priorities of the published admissions criteria and not, for example, on a 'first come first served' basis. Indeed, it is for this reason that late applications may enjoy immediate priority on the waiting list, ie if they have a sibling already in attendance at the Academy.

A waiting list is held for the first term of the reception year, and thereafter applicants are required to complete the local authority's in-year application form if they wish to remain on the waiting list. In-year waiting lists are maintained for one academic year and applicants are required to re-apply using the local authority's in-year application form for each academic year.

### **In Year Applications**

If you wish to apply for a place at the school outside the normal admissions round you should complete Croydon's in-year application form, naming this school, and submit it to the council, with any supporting evidence required.

If there is a waiting list and/or more in-year applicants than places available at that time, the process of prioritising applications will be as described above.

### **Children of UK service personnel (UK Armed Forces)**

The Academy will process applications in advance of the family arriving in the area providing that application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

### **Fair Access Protocol**

The Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the Trust is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the Local Authority for the current school year. The Trust has this power even when admitting the child would mean exceeding the PAN.

### **Appeals**

Parents/carers who are not offered a place for their child will be entitled to appeal to an independent committee under the provisions of the [School Standards and Framework Act, 1998](#). Parents should bear in mind that this Act limits the circumstances in which an appeal panel can uphold an appeal for the admission of a child to a school, as schools are bound to comply with the duty to limit Infant class sizes.

The determination of the appeal panel will be made in accordance with the Schools Admissions Code and will be binding on all parties. The Academy will prepare guidance for parents about the appeals process and provide parents with a named contact who can answer any enquiries parents may have about the process.

Information about the appeals process may be found in the Admissions section of the Academy's website.

### **Children of multiple births**

Where there are insufficient places to admit both twins, an additional exception may be made to accept the other twin. With triplets or other multiple birth applicants, each one would be considered according to need and available school resources.

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

Parents may request that their child is admitted outside their normal age group. 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 head teacher and any supporting evidence provided by the parent.

The process for requesting such an admission is to contact the academy office.

### **Change of Details/False or Misleading Information**

If any of the details on the application change between the date of application and the receipt of the letter of offer or refusal, the applicant must inform the Academy and the Local Authority immediately.

Applicants are on notice that:

1. if false, fraudulent or intentionally misleading information is given or allowed to remain on the application and/or
2. where any false, fraudulent or intentionally misleading information is given or communicated to the academy, whether on the application or otherwise, in order to secure a place at the academy

the Trust reserves the right not to offer a place and, where false or fraudulent information is given or communicated, to withdraw the place even if the candidate has already started at the Academy.

## **Entry to Nursery**

Please note that attendance at Kingsley Primary Academy's Nursery does not give priority for a place in the Reception class the following year. Parents/carers **must** re-apply and follow the process for entry to Reception (above).

Application for a place in Nursery is not made through the Local Authority. All applications must be made directly to the Academy by 15<sup>th</sup> January 2021.

Children will be eligible for consideration for entry to nursery from the term after their third birthday. Therefore, if a place becomes available in Nursery, for a child who turns three after 1<sup>st</sup> September 2021, he/she would remain in Nursery the following school-year, and apply for entry to Reception for September 2023.

The nursery offers 52 morning (a.m.) places. If the Nursery is oversubscribed, the places will then be offered in the order of priority below:

### **Priority 1 – Looked After Children and Previously Looked After Children**

**Looked after children** are children in public care at the date on which the application is made.

**Previously looked after children** are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or child arrangements order, immediately after being looked after.

If an application is made under the looked after criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department. If applying under the previously looked after criterion a copy of the adoption or child arrangements order must also be supplied.

### **Priority 2 – Siblings**

Children with a brother or sister who is reasonably expected to be in attendance at the Academy at the time of the enrolment of the new pupil. A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. Siblings in Year 6 at the time of application will not qualify.

### **Priority 3 – Medical**

Children with serious medical reasons for needing to attend the Academy. For primary age pupils, a serious and continuing medical condition of a parent which would prevent them taking their child to school may also be relevant. Supporting evidence should set out particular reasons why the Academy is the most suitable and the difficulties that would be caused if the child had to attend another school. The medical reasons must be verified by a doctor or consultant and **declared at the time of application** if known at the time. A medical condition that arises after the application has been submitted should be notified as soon as possible. Decisions on priority of admission on medical grounds will be taken by the Academy's Admissions Panel.

### **Priority 4 – Children of staff at the academy**

Children of staff who:

- have been employed at the Academy for two or more years at the time of the application, and/or
- have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Priority 5 – Distance**

The address given on the application form must be the child's normal place of residence. School places cannot be allocated on the basis of a business address or the address of a relative or childminder.

Distance will be measured in a straight line from the child's home address to the designated entrance of the school using Google Maps. Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, lower numbers at the same address will take priority.

Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the parents should choose which address should be used for the purposes of the application. In normal circumstances, parents should specify who has the child the majority of the week and evidence that through Child Benefit or other documentation. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor.

However, all evidence will be taken into account. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

The Academy's geographical area of intake may change from year to year depending upon the level of oversubscription and the number and location of applicants.

**Tiebreaker**

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for two or more applications, the child to be allocated will be selected randomly by a computer.

**Children of UK service personnel (UK Armed Forces)**

The Academy will process applications in advance of the family arriving in the area providing that application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

**Waiting Lists**

The waiting list is ordered in accordance with the priorities identified in published admissions criteria (see above). This means that a child's position on the waiting list can change, depending upon the number of applications received for places at the Academy and whether these applications are accorded a higher or lower priority in terms of the published admissions criteria. The Admissions Code requires admission authorities to order waiting lists on the basis of the priorities of the published admissions criteria and not, for example, on a 'first come first served' basis. Indeed, it is for this reason that late applications may enjoy immediate priority on the waiting list, i.e. if they have a sibling already in attendance at the Academy.

Waiting lists for entry to Nursery are maintained by the Academy and will be kept until the last day of the summer term. Applicants for nursery that are not offered a place will be automatically added to the Academy's Nursery waiting list.

**Appeals**

There is no formal appeal system if you are not offered a place in the Nursery.

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This policy was determined by the Trust Admissions Committee on 27<sup>th</sup> February 2020; the last consultation was November/December 2018.