

# Kingsleigh Primary School



## Admissions Policy 2021-2022

### KPS and Pre-School

Date of last review: Nov 2019

Date of next review: Oct/Nov 2020

## **Kingsleigh Primary School and Pre-School (Academy Trust) Admissions Policy and Arrangements for 2021-2022**

The criteria to be used by Kingsleigh Primary School and Pre-School are as set out below. They will be applied to

- a) All entry year applications received by the closing date and to applications received after the closing date, if any places become available. Late applications will not be considered at the first allocation of places until all applications received on time have been dealt with
- b) All admissions outside the normal September main entry intake unless any In-Year Fair Access Protocols (see note 11) agreed through the Bournemouth Admissions Forum are applicable.

Places will be allocated in the following order of category:

### **Category 1**

Children who are "Looked after" by a Local Authority or a child who was previously looked after but immediately following being looked after subject to an adoption, residence, child arrangements or special guardianship order. (See Note 1.)

### **Category 2**

Where necessary, priority will be given to children of any member of staff employed at the Academy where the member of staff has been (a) in employment at the Academy for two or more years at the time of application for admission is made, or (b) when the member of staff is recruited to fill a vacant post for which there is demonstrable skills shortage.

### **Category 3 (For children who are in attendance at Kingsleigh Pre-School)**

Where necessary, priority will be given to children who are already attending Kingsleigh Pre-School who are eligible for Early Years Pupil Premium or Service Premium.

### **Category 4**

Children living in the designated catchment area of the school who will have a brother or sister (see note 3) attending the school (or related infant/junior school) at the time of admission.

### **Category 5**

Children living in the designated catchment area of the school.

### **Category 6**

Children living outside the designated catchment area of the school who will have a brother or sister (see note 3) attending the school (or related infant/junior school) at the time of admission.

### **Category 7**

Children living outside the catchment area of the school who live closest to the school as measured by straight-line distance. (See note 2(ii))

## Admission Criteria - Notes

1. A looked after child is a child who is (a) 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 the definition in section 22 (1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order<sup>18</sup> or special guardianship order).
2. In the case of over subscription in categories 1 - 7 priority will be given to these children:
  - (i) where a placement is recommended for medical reasons as essential by professional medical advisors or where there are exceptional reasons supported by evidence from a Social Worker, Educational Psychologist or Education Welfare Officer employed by the Council which in the view of the School acting as the Admission Authority.
  - (ii) live closest to the school as measured by the straight-line distance calculated by the Local Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the policy takes the measurement between the address mapping points of the school and the applicant's home). If distances are equal, as calculated by the Local Authority's GIS system, for example a flat in a block of dwellings with the same front entrance a random allocation system will be used to determine the allocation. Details of this process are outlined below in Note 12.
3. Brothers and sisters are defined as half or full brother or sister, adoptive brother or sister and the children of parents who are married or cohabiting, where the parents and children live together in the same household.
4. When considering twins, triplets or other multiple births places will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.
5. The School will apply the above criteria to applicants subject to the following exceptions:
  - (i) where an applicant is seeking admission for the September entry of the school entry year, applications received before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstances a late application may be considered as received on time. Exceptional circumstances could be illness, involving hospitalisation or a bereavement or as prescribed within the co-ordinated admission arrangements.

- (ii) where a child has a statement of special educational needs/Education Health and Care Plan (EHCP) and for whom there is a legal requirement to admit to a particular school named in the EHCP.
6. The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. A child's main residence will be the dwelling of the parent or carer in receipt of Child Benefit and proof of who is in receipt of Child Benefit may be required by the School acting as the Admission Authority prior to offer of a school place. If Child Benefit payments are not made or suspended then the decision on which address to use for the child, for the purposes of admission to school only, will be based upon the address at which the child is registered at a GP surgery. The legal department will consider pertinent evidence from both parents to determine the property in which the child mainly resides. The School may also require other evidence of proof of address. Examples of acceptable proofs of address will be listed in the Local Authority Information Booklets.

#### Applications from separated Parents/Carers

7. Only one application can be considered for each child. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time.

#### Waiting Lists

8. The Local Authority operates a formal waiting list for those refused a place. Subject to note 5, the waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with an Educational Health and Care Plan (EHCP) or one who is required to be admitted through an In-year Fair Access Protocol, are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date.

Waiting Lists for main entry years will cease on 31 December 2021. Previous applicants wishing to continue on a waiting list must re-apply in writing to the School between 1 and 31 December 2021. Waiting lists for all other year groups will cease at the end of the academic year 2021/22. Applicants will be required to re-apply (in August 2022) for admission if they wish to continue to be considered for a place. Please note the School may review waiting lists on a regularly basis at the end of each term or when a place becomes available at a school.

9. Total Admission number for Reception Year 2021-22 is 120 pupils.

#### Co-ordination between Admission Authorities

10. In accordance with the law and the agreed schemes the offer of places at the main points of entry at the primary and secondary level will be co-ordinated between all those who decide upon admissions to schools (admission authorities) in Bournemouth.
11. Schools in Bournemouth together with the Local Authority operate an In-Year Fair Access Protocol in accordance with the Code on School Admissions. This is reviewed by The

Admissions Forum on a regular basis. A single application form will be available for all applications for in-year admission.

#### Final Tie-Break Allocation Process

12. If there are insufficient places to accommodate all applicants and after using all tie break criteria applicants for the final place(s) cannot be split the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the IT providers in use at the time. At the time of setting this policy the providers are Synergy.

#### School Admission Appeals

13. The School acting as the Admission Authority will not consider repeat appeals by the same applicant for the same school in the same academic year unless the applicant is able to prove that there have been material changes in their circumstances since the previous admission appeal. The final decision as to whether the material changes warrant a fresh appeal will be determined on the advice of the Head of the Local Authority's legal department.

#### Withdrawal of an offer of a place

14. The School may withdraw an offer of a school place where a parent fails to respond to an offer within a reasonable timescale or where the place was offered on the basis of a fraudulent or intentionally misleading application, or where the place has been offered in error.

#### Changes to the admission policy, number of available places and catchment areas

15. Where additional places or a school closure or amalgamation is proposed or implemented after the setting of these admission arrangements a change may be required to be made to the policy, admission number or related catchment areas. Application will be made to alter the arrangements to the Office of the Schools Adjudicator where necessary.

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

16. The policy in regard to consideration of requests from parents for their child's admission to Reception to be delayed by a year is attached. The policy can consider requests from parents of children whose birthday is between 1 April and 31 August and meet the criteria. The procedure for consideration of these requests is set down within the policy.
17. The policy for consideration of requests for children in other year groups to be admitted outside of their normal age group is administered by the Special Education Needs Team and the Education Psychology Service.