



# **KINSON ACADEMY**

## **ADMISSIONS POLICY 2021-2022**

<b>Reviewed:</b>	<b>January 2020</b>
<b>Date of Next Review:</b>	<b>January 2021</b>

**HIGH EXPECTATIONS LEAD TO HIGH ACHIEVERS**  
**PART OF THE AMBITIONS ACADEMIES TRUST**

# **KINSON ACADEMY**

## **ADMISSIONS POLICY 2021-2022**

This policy has been written in accordance with the School Admissions Code and will be reviewed annually.

This policy is written to help you make an application for your child or children to attend this school. Please do not hesitate to contact the school if you require assistance.

The Planned Admission Number (PAN) for the Academy for the Year 2021/22 is:

**60** pupils in Year **Reception**

Arrangements for applications for places at Kinson Academy operate within the Bournemouth agreed scheme for coordinated admission arrangements 2021/22.

Where fewer than the published admission number(s) for the relevant year groups are received, the school will offer places at Kinson Academy to all those who have applied.

### **Oversubscription criteria**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of children with Health and Care Plans where Kinson Academy is named on the Plan the criteria will be applied in the order in which they are set out below:

- a) A 'Looked After Child' or who was previously a 'Looked After Child' (as defined by the Admissions Code);
- b) Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted;
- c) Children of staff at Kinson Academy where the member of staff has been employed at the School for two or more years at the time at which the application for admission is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
- d) Children who live in the Academy's designated catchment area and whose siblings currently attend the school and who will continue to do so on the date of admission;
- e) Children who live within the Academy's designated catchment area;
- f) Children who do not live in the Academy's designated catchment area but who have siblings who attend the school and will continue to do so on the date of admission

g) All other children who do not live in the Academy's designated catchment area;

If the school is oversubscribed in any of the categories (a) to (e) above, children who live closest to the school will be given priority. The distance is measured by a Geographical Information System used by the local authority and the routes detailed in its published admissions policy for primary schools.

If applicants live at the same address or in the same block of flats the allocation of places will be made by way of drawing lots.

### **Waiting list**

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year Kinson Academy receives more applications for places than there are places available, a waiting list will operate until 31 December. If you wish to continue on the Waiting List, you must notify the school between the 1st and 31<sup>st</sup> December 2021. This 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 the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out for entry to Reception. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Waiting Lists for all other year groups will cease at the end of the academic year 2021/22. If you wish to remain on one of these lists where relevant, you must advise the school before the end of the summer term.

### **In-year admissions**

The local authority co-ordinates admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect the Academy's right to determine which applicants have priority for admission.

Subject to any provisions in the 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 it will offer a place. If more applications are received than there are places available, the oversubscription criteria for Reception will apply. Parents whose application is turned down will be entitled to appeal the decision.

### **Entry into the Reception Year**

Parents can request that the date their child is admitted to the Academy Reception Class is deferred until later in the school year or until the child reaches compulsory school age in that school year, without affecting the offer of the school place. Application to defer entry should be made direct to the academy after the offer of a place has been made and accepted by the parent.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age. Application for their child to go part-time must be made direct to the academy after the offer of a place has been made and accepted by the parent.

At schools that have Nursery classes or have links with a nearby Nursery, transfer to the Reception year is not an automatic process. Applications for a place in the Reception year from parents with children already attending a Nursery class will be considered at the same time as applications from parents whose children are not attending the school's nursery. All applications will be considered in accordance with the priorities set out in the admission policy. Children currently attending the Nursery class do not receive priority.

### **Additional information:**

#### **1. Looked After Children**

A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy what evidence is required. The final decision will be made by the Academy. If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.

#### **2. Children who appear to have been in state care outside England**

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy what evidence is required. The final decision will be made by the Academy. If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.

#### **3. Applications for a place in any year group other than a young person's correct age related National Curriculum year group**

Applications for young people to be educated outside their normal national curriculum year group will be considered by a specialist panel comprising:

A member of the Governing Body, the Principal and a senior leader with responsibility for Inclusion.

Applicants must provide, with their application form, the following information in support of their request:

- A) Clear, documented evidence that to place the young person in his/her normal age group would be detrimental to his/her educational progress or likely exam performance.
- B) Clear evidence that it would not be detrimental to the interests of the young person's social and emotional development to be placed in a different year group.
- C) Clear evidence that the young person has previously been placed in a different year group and this has had positive benefits.

(A young person would need to meet Criteria A and B above in all cases, for agreement of an out of year group admission. The existence of Criterion C would serve to strengthen a case.)

#### **4. In Year Fair Access**

All the admission authorities have established an In-year Fair Access Protocol. The purpose of the Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. Decisions of the Panel may mean that the School might have to admit young people which could result in the Published Admission Number being exceeded.

#### **5. In Year Admissions – Looked After Children and Previously Looked After Children**

A Looked After Child or Previously Looked After Child may be admitted to the School above the Published Admission number if it is felt by the School, in consultation with the local authority, that the School is the most appropriate placement to meet the needs of the individual child.

#### **6. Applications from separated parents**

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. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Academy what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Academy. If any information supplied by an applicant is judged to be fraudulent or intentionally misleading, the School may refuse to offer a place, or if already offered, may withdraw the offer.

#### **7. Applications for young people of multiple births**

If there are insufficient places to accommodate all the young people of a multiple birth (i.e. twins, triplets etc) if one young person can be admitted then the other siblings of the multiple birth will be admitted over the School's Published Admission Number.

#### **8. Withdrawing an offer of a school place**

The Academy may withdraw the offer of a place if it is considered that the offer of a place was obtained using fraudulent or intentionally misleading information.

#### **9. Home address**

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. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the School what evidence is required (evidence

may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the School. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer.

## **10. Definition of siblings**

“Sibling” means:

- a full brother or sister who lives with one or both parents or carers in the same property during the school week.
- a half-brother or half-sister who lives with one or both parents or carers in the same property during the school week.
- an adoptive brother or sister who lives with one or both parents or carers in the same property during the school week.
- a foster brother or sister who lives with one or both parents or carers in the same property during the school week.
- non-blood related children who, together, all live with one or both parents or carers in the same property during the school week.

## **11. Distance measurements**

Distance measurements are measured by straight line distance.

## **12. Young persons of equal priority**

If there are insufficient places to accommodate all applicants and the distance criterion is used, the School will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be an employee of the School who has no involvement in the school admissions process.

## **13. Moving Home from a Different Area and UK Service Personnel and Crown Servants**

Places can only be offered with regards to future moves on the basis of:

- A letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application.
- A tenancy agreement confirming the renting of a specific property relevant to the application.
- A letter from a housing association confirming that you will be living at a specific address relevant to the application.
- In the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date to the catchment area of this school.

All evidence to be considered must be submitted at the time of application.

## **POLICY FOR DELAYED ADMISSION TO THE RECEPTION YEAR GROUP**

### **Introduction**

This policy sets out the process and criteria for considering requests to delay admission to the school for summer born children with the exception of those holding or undergoing assessment for a statement of special educational needs/ Education Health & Care Plan.

### **Process for consideration of parental requests for Summer Born Babies to be admitted to Reception a year later than their chronological age group admission**

1. If you wish to register an interest in applying for delayed entry to Reception, you should arrange a meeting with the Associate Principal to discuss your options.
2. If, after discussion with the Associate Principal, you still wish to pursue an 'out of year' admission, you will be asked to complete and submit an application form together with supporting evidence to the school.
3. The application form will ask you to confirm that you understand the policy. If approved, any existing applications will be cancelled and you will need to re-apply for a place in Reception for the following year. This application must be submitted prior to the closing date of 15 January the following year. **At no time will parents be able to hold school offers for their child in two year groups.**
4. Any applications made the following year will not be given special priority over applications for children falling naturally in that year group.
5. If the request for delayed admission is submitted after an offer of a school place in the child's chronological age group has been made, if it is subsequently approved, you can delay admission for your child and the original offer will be withdrawn and offered to the next child on the waiting list.
6. The form will also ask for basic information about your child and the following information must be provided:
  - Clear reasons for the request
  - Information from your child's current nursery or pre-school if applicable
  - Assessments provided by the Pre-School Provider or Health Visitor from issues raised at the 2 year old check
7. In addition you may be asked to provide specific information/documentation such as:
  - Early Years reports and assessments where this is available
  - Existing professional reports and assessments e.g. educational psychology reports from LA where this is available
  - Health information
  - Other relevant information and documentary evidence
8. As the school is its own admitting authority a Panel of Governors will meet within 15 school days of receipt of your written request (Application form and supporting evidence).
9. You will be informed of the recommendation of the Panel in writing within 5 working days of the meeting.
10. The final decision on whether to allow delayed entry lies with the governors.

### **The decision making process**

Where requests for out of year admissions are made a Panel of Governors will be convened to consider the request.

On occasion there may be insufficient evidence for the Panel to reach a decision. In this instance the Panel may request additional information or a meeting with the parent(s) which may include the child.

### **Criteria for agreement to out of year admissions**

The following list is not final and binding but is an example of the type of information that will be considered by the Panel. Meeting one or more of the criteria below is not in itself confirmation of agreement to the request to delay entry. The Panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision and this will include the following:

- In the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Relevant research into the outcomes of summer born and premature child.

### **Right of appeal following the decision to delay Admission**

There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. However, you can make a complaint through school's complaints procedure. If you are unhappy with the way the school has handled your complaint, you may then refer your complaint to the Local Government Ombudsman.

**HIGH EXPECTATIONS LEAD TO HIGH ACHIEVERS**

**PART OF THE AMBITIONS ACADEMIES TRUST**