



Admissions Policy

Audience: Parents/Staff/Governors Status: Statutory

Date of Issue: 2012

Date of Governor Approval: 2012

Frequency of Review: Annually

- Reviewed on 18.09.17 for Academic Year 2019/20

Post Holder responsible for Review: Headteacher

Link with Governance: Managing & Organising

Recommended associated documents:

- In year Admissions Policy

Kingsmead School Admission Arrangements Policy

Normal Age of Entry: Academic Year 2019/20

Although parents have the right to express a preference for the school that they wish their child to attend, there is no guarantee of a place being offered at their preferred school.

It is the policy of the school governing body to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular school than there are places available.

Oversubscription Criteria

If the total number of preferences for admission to a school exceeds the school's Published Admission Number (PAN) of 230, the following order of priority is used to allocate the available places. (N.B., after applying the oversubscription criteria, where an applicant can be offered a place at more than one preferred school then they will be offered a place at the school ranked highest on their application.)

- 1) Relevant looked after and previously looked after children.

Children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order (Paragraph 1.7 of the 2012 Admissions Code).

- 2) Children living within the catchment area of the preferred school

- 3) Children who have an elder sibling in attendance at the preferred school and who will still be attending the school at the proposed admission date; *(For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)*

- 4) Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. It should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly

justify why it is better for the child to attend the preferred school rather than any other school.

Test 2: the child would suffer hardship if they were unable to attend the preferred school.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

- 5) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Directorate for Children, Young People and Families' Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Directorate's School Admissions and Transport Service will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are catchment area children and satisfy category (3) will receive offers of a place, followed by children who live in the catchment area and satisfy category (4), etc.

In-year Admissions

Applications for In-year admissions should be directed to the governing body of Kingsmead. Parents will be notified of the outcome by letter within 15 days of receipt of the application and the Local Authority will be notified accordingly.

Admissions Outside of the Normal Age Group

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

Parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of a child. A decision as to whether this is an appropriate course of action should be made by the School and requests directed to the governing body of Kingsmead who will take into account the circumstances of the case. Parents do not have the right to insist that their child is admitted to a particular year group.

Appeals

Students have the right to appeal if refused a place, and should appeal in writing to the Chair of Governors, Kingsmead School, King's Avenue, Hednesford, Staffordshire, WS12 1DH.

Additional Notes

A school catchment area map is available to view in School or alternatively please contact Staffordshire Council School Admissions and Transport Service for more information.

There is no charge or cost related to the admission of a child to the school.

Admissions are administered through a coordinated admission scheme and preferences for community, controlled, aided and foundation schools will be processed centrally by the Directorate's School Admissions and Transport Service. Each pupil will receive one offer of a place at a maintained school.

In accordance with legislation, children who have a statutory statement of special educational need of Education, Health and Care Plan that names a particular school as being the most appropriate to meet the child's needs will be admitted to that school. This may reduce the amount of places available to other applicants.

Relevant Children in Care means children who are in the care of a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) are looked after at the time an application is made and (b) in relation to whom the local authority has confirmed that the children will still be looked after at the time when the child will be admitted to school.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Local Authority will not seek to obtain this information on behalf of the applicant.

The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats or are the result of a multiple birth, then the child or children who will be offered the available spaces will be randomly selected by drawing lots.

Any Staffordshire child not obtaining a place at any of their parents preferred schools will be allocated a place at their catchment area school (if places remain available) or the next nearest school with a space available and advised about the independent appeals process.