



# KINGSWOOD PRIMARY ACADEMY

## **ADMISSIONS POLICY**

### **2025/2026**

This policy was reviewed and approved by the Greenwood Academies  
Trust Board on 2 February 2024.

# **PROCEDURE FOR ADMITTING PUPILS TO THE KINGSWOOD PRIMARY ACADEMY**

The Kingswood Primary Academy provides for the needs of children within the 3 to 11 age range.

Pupils will be admitted at the age of 3+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Greenwood Academies Trust is the Admissions Authority for the Kingswood Primary Academy.

The Academy participates in the Northamptonshire County Council's co-ordinated scheme and timelines.

## **Admission number(s)**

1. The Academy has the following agreed admission numbers:
  - 30 for pupils in Year R (Reception)
2. All children are entitled to a full-time place in the September following their fourth birthday.  
  
Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.  
  
Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## **Process of Application**

3. Arrangements for applications for places at the Academy will be made in accordance with the North Northamptonshire LA's co-ordinated admission arrangements; parents resident in Northamptonshire can apply online at:  
  

<https://www.northnorthants.gov.uk/primary-school-places>

  
Parents resident in other areas must apply through their home Local Authority.
4. The Academy will use the North Northamptonshire LA's timetable for applications to the Green Oaks Primary Academy each year (exact dates within the months may vary from year to year):
  - a) September/October - the Kingswood Primary Academy will provide opportunities for parents to visit the Academy
  - c) By 15 January – Parents must complete the common application form (CAF) and return it to the LA to administer
  - d) 16 April or the next working day – notification of offers made to parents.

## **Consideration of applications**

5. The Kingswood Primary Academy will consider all applications for places at the Academy.  
  
Where fewer than the published admission number(s) for the relevant year groups are received, the Kingswood Primary Academy will offer places to all those who have applied.

## **Procedures where the Kingswood Primary Academy is oversubscribed**

6. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

### **Admission to Reception (statutory age 5) – oversubscription criteria**

7. The Kingswood Primary Academy will first accept all pupils with a statutory right to a place through an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:
  - a) Looked after children and previously looked after children, including those 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\*.
  - b) Children with a sibling\* attending the Academy at the time of application and admission
  - c) Children who live closer to the preferred school than any other school
  - d) Other children.

\* *see definitions*

### **Tie break**

8. If the admission number is exceeded within criterion c) above, priority will be given to those who live furthest from the nearest alternative school. If the admission number is exceeded within any other criterion above, priority will be given to those who live closest to the Academy.
9. Distances are measured from the property to address point of the Academy. It is measured on a straight line basis using a geographical information system. Each address has a unique address point established by the Ordnance Survey and the Royal Mail address files. The address point for a property does not change.
10. If two children are tied for the last place, after the above distance tie-break has been applied, then a process of random allocation, undertaken by someone independent of the Academy, will determine who is allocated the last place.

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

11. Parents may request that their child is admitted outside their normal age group, for example, summer born children\*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

Please refer to Appendix 1 at the back of this policy for full information.

\* *The term 'summer born' is used to refer to children born from 1 April to 31 August.*

### **Arrangements for in-year admissions**

12. North Northamptonshire County Council will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.
13. Subject to any provisions in the LA's 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, admit the child.

14. If more applications are received than there are places available, the oversubscription criteria in paragraph 7 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

### **Operation of waiting lists**

15. All parents/carers who are unsuccessful in gaining a place for their child may wish to place their child's name on the waiting list. To do so, parents/carers must contact the Academy and request that their child's name is placed on the waiting list. This should be done by email/in writing to the Principal.

Applications for inclusion on a waiting list will be ranked according to our over-subscription criteria as described in paragraph 7 above, not on a first come first served basis.

16. A child's name will remain on the waiting list until the end of the school term in which the application was made. If parents wish their child's name to remain on the list for the remainder of the academic year, they must write to/email the Academy at the beginning of each term to renew their interest.

Please note – placing a child's name on the waiting list does not affect parents' rights to appeal.

### **Right of Appeal**

17. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made within twenty (20) school days of the date of refusal.
18. If refused admission you should contact North Northamptonshire Council by email on [AppealsTeam.NCC@northnorthants.gov.uk](mailto:AppealsTeam.NCC@northnorthants.gov.uk) or the Admissions Team on 0300 126 1000.

You can also use the LA online [Appeals Form](#).

### **UK Armed Forces**

19. For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Academy will:
  - Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
  - Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
  - The Academy will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the Academy for more details.

20. For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy will consider whether:
- An application from that address would normally succeed in an oversubscribed year
  - There is any child on the reserve list with higher priority under the oversubscription criteria
  - The prejudice from admitting an extra child would be excessive.
21. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

## **Fair Access**

22. The Kingswood Primary Academy participates in North Northamptonshire Council's Fair Access protocol. All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

## **Fraudulent or Misleading Applications**

23. As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

## **Definitions**

### **1. Definition of 'Looked After' and previously 'Looked After' children**

A 'looked after child' is a child who is:

- in the care of a local authority, or
- 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.

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.

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 or special guardianship order). 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's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.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 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## **2. Definition of siblings and the position of twins**

A sibling is defined as:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, both will be considered together as one application. The Academy's admission number may be exceeded by one; the School Admissions Code makes an exception to the infant class limit in this situation.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children, except in cases where infant class regulations, as stated in the Schools Admissions Code, prevent this from happening.

## **3. Distance**

Distances are measured on from the property to the nearest access point to the Academy grounds. It is measure on a straight line basis using a geographical information system. Each address has a unique address point established by the Ordnance Survey and the Royal Mail address files. The address point for a property does not change.

## **4. Home address**

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(s) 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, the address where 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. Evidence that a child's place of residence is permanent may also be sought.

If a child spends equal amounts of time at the two addresses, the parents must agree which address they wish to be the child's main address.

A fraudulent claim to an address may lead the Academy to withdraw an offer of a place.

## **Appendix 1 – Requests for admission outside the normal age group (summer born)**

If parents wish to delay their summer born child's school start until the September following their 5<sup>th</sup> birthday, there are two options:

- 1.** Parents can make an in-year application for a place for the September following their child's 5th birthday. The child would normally start school in **Year 1** (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full and they may be unable to offer a place.
- 2.** If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The school's admission authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who could start school in September 2024 but wish to delay their child's school start and apply for a Reception place to start in September 2025, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of **15 January 2024**. If a delay is agreed, this application can be withdrawn.

Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date - **15 January 2024**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

Parents/carers wanting to request that they be able to apply for a Reception place at the Academy for the September following their child's 5<sup>th</sup> birthday, should write to the Academy in the first instance. In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the admission authority to make their decision e.g. parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by the Academy Principal, who will then make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code requires admission authorities to consider a number of factors:

- the parent's/carer's views
- information about the child's academic, social and emotional development
- where relevant, the child's medical history and the views of a medical professional
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the Principal's views.

### **What happens next?**

Parents/carers will be informed of the Academy's decision on the year group the child should be admitted to when they start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

If the request is approved:

If the request to be admitted outside normal age group is **approved** by the Academy, parents/carers will need to forward this approval to School Admissions at NNC so an application can be accepted in the normal admission round for the September following the child's 5<sup>th</sup> birthday. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

**Please note** – this does not mean a child has been, or will be, offered a place in the Reception year at their chosen school. If, in this following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria.

If the request is rejected:

If the request to be admitted outside normal age group is **rejected** by the Academy, parents/carers have to decide whether to accept a Reception place in the normal year of entry or delay their child's start until the September after their 5<sup>th</sup> birthday and apply for a Year 1 place.

If parents/carers are unhappy with the Academy's decision to refuse their child a place out of their normal age group, complaints should be made directly to the Academy.

Parents/carers whose requests for delayed entry into Reception are refused, have no statutory right to appeal this decision as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, not the year group into which they should be admitted.