



Kingsmead School

Admission Arrangements for Transferring to year 7 in September 2016 or joining a year group during the 2016/17 academic year

1.0 Introduction

The Admissions Authority is the Governing Body of Kingsmead Academy which trades under the name Kingsmead School. All admission decisions are taken by an Admissions Committee in conjunction with the governors sub-committee. At least three governors will take part in all admission decision meetings.

Kingsmead School has a designated catchment area (established by Somerset Local Authority in 2008) which is used for admission allocation purposes.

The school caters for students aged 11 -16 and is open from 8.50 am – 3.35 pm throughout the academic year defined by Somerset County Council. This ensures that school holidays match the majority of schools in the area.

Kingsmead School Admission Arrangements aim to be fair, clear and objective and ensure that parents are able to understand easily how school places will be allocated. Arrangements and practices comply with the requirements of the School Admissions Code and School Admissions Appeals Code

Governors liaise with the Local Authority (LA), which is required to co-ordinates admission arrangements for all young people in Somerset. Therefore, this document should be read in conjunction with the Somerset LA published Co-ordinated Admissions Scheme for September 2016 which is available from Somerset County Council. (See contact details at end of this document).

2.0 Published Admission Number and admission limit

The Published Admission Number for year 7 is **160**. The governors will normally admit up to this number of pupils in each year group, although reserve the right to admit over this limit providing it will not prove detrimental to the learning of students.

Please note: Twins or multiple birth children of the same family and living at the same address will all be admitted regardless of the Published Admission Number or admission limit if it would otherwise be necessary to admit one or more siblings and refuse others.

3.0 The Application Process

(a) Applications to transfer to year 7 in September 2016

These applications must be submitted using the 'Common Application Form' which is available from the Local Authority or from the office at Kingsmead School. Completed application forms can be submitted electronically or on paper and must be sent directly to applicants home Local Authority, to be received no later than **23.59 on 31 October 2015**. Application forms for children to start in year 7 which are delivered after 23.59 hours on 31 October 2015 will be recorded as late and cannot be administered until all on time applications have been considered.

Somerset LA will forward all September 2016 applications to the Governing Body for decisions. If there are more applications than places available, the governors will rank them against the published Oversubscription Criteria set out below. The governors' decisions will be notified to Somerset LA for final co-ordination after which decision letters will be sent out by the applicants home LA on 1 March 2016 or next working day by email or second class post.

(b) Applications to join any year group during the academic year (in-year)

Applications must be submitted using the governors, in-year application form which is available from the school office or website from the beginning of the academic year. Applications may be submitted directly to the school office at any time during the academic year (see contact details at the end of these arrangements).

The Governors' Admissions Committee and/or sub group will consider applications on a weekly basis with a 4pm deadline every Friday and applicants will receive a response within **10** school days following receipt of the application. Where a school place is offered it will be held open for 21 school days and applicants will need to confirm acceptance within this time.

4.0 Over Subscription Criteria

Following the admission of any children with a Special Educational Needs Statement or Education, Health and Care plan naming Kingsmead School, the governors will consider all other applications. If the number of applications for admission exceeds the Published Admission Number (PAN), or admission limit for the year group concerned, the Governors will apply the following Oversubscription Criteria to every application received and rank children in priority order, admitting up to the PAN or admission limit and refusing all other applications. Places will be allocated strictly in accordance with the national Equal Preference with Ranking method.

1. Looked After Children – Children who are in the care of a Local Authority or have been previously and are now formally adopted or subject to a residence or special guardianship order. (See important note)
2. Children living within the designated catchment area who will have a sibling attending the academy at the time of admission
3. Children living within the designated catchment area
4. Children who attend one of the identified feeder primary schools in year 6 (see notes)

5. a) Children of permanent staff employed at the academy for at least two years prior to the application closing date.
b) Children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children not satisfying a higher criterion

Important Note

A looked after child is a child who is (a) in the care of a 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). Adoption is defined under the terms of the Adoption and Children Act 2002.

5.0 Feeder Schools

The feeder schools referred to in the over-subscription criteria are; Bishops Lydeard CofE Primary School, Lydeard St Lawrence Primary School, Stogumber CofE Primary School, Crowcombe CofE VA Primary School, Milverton Primary School, Wiveliscombe Primary School, Stawley Primary School, Cotford St Luke Primary School, Oake, Bradford and Nynehead CofE Primary School, Dulverton Middle and Community School.

6.0 Tie Breaker

A tie breaker will be applied where the Admission Number is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused. For this purpose, a straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by straight line, according to a Geographic Information System (GIS) measurement. Where two straight line distances are exactly equal, priority for available places will be decided by drawing lots independently.

7.0 Catchment Map

A copy of the Kingsmead School designated catchment map can be viewed by arrangements with the school office, or viewed electronically on the Somerset LA website www.somerset.gov.uk/admissions

8.0 Right of Appeal

Applicants whose school place application is turned down have the legal right to appeal to the Governing Body against this decision. Details concerning how to appeal will be explained in the decision letter.

9.0 Waiting lists

Waiting lists will be maintained for every year group during the 2016/17 academic year. These lists will hold the names of every child formally refused admission, in ranked order according to the oversubscription criteria. If a place becomes available within the Published Admission Number or admission limit, this will be offered for the highest ranked child at that time.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

10.0 Withdrawing places

The Governing Body reserves the right to withdraw the offer of a place at the academy if:

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

11.0 Statement of Special Educational Needs

Students with a current Statement of Educational Needs naming Kingsmead Academy will be legally allocated a place within the Admission Number before any other students are considered or the Oversubscription Criteria are applied.

12.0 Retained or accelerated entry

The governors will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the child's chronological age year group. The reasons for the request must be fully explained in a supplementary information form, submitted at the same time as the application form. Without full supporting information, the request cannot be considered. Typical information required might include;

- Parental views
- The position of the current/previous school to the request
- Any medical advice
- Any advice from external educational specialists, e.g. Educational Psychologist.

13.0 Children from outside the UK

The Governing Body will consider applications for children who are citizens of the European Economic Area (EEA) if proof of the Somerset address and the expected date of arrival in the UK are provided by 15 January for primary phase applications and 31 October for secondary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. Please click on this link for a list of the countries in the EEA.

<http://www.dwp.gov.uk/international/social-security-agreements/list-of-countries/>

The Governing Body will also process applications for UK citizens living in any other country if proof of the Somerset address and the expected date of arrival back in the UK are provided by 15 January for primary phase applications and 31 October for secondary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. The Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition.

14.0 Glossary and Definitions

Siblings

For the purpose of admissions, a sibling is defined as a child living at the same permanent home address as a half or full brother or sister or an adoptive brother or sister. Also children of the same household where the permanent home address is the same for both children.

Parent

Natural parents, whether they are married or not, any person who although not a natural parent, has parental responsibility for a child or young person. Any person who although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child irrespective of what their relationship is with the child is considered to be a parent in education law).

Home Address

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child. Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of the house sale, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

Distance Measurements

For the purpose of measuring home to school distance, all calculations will be measured using a straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method. Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail. In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

Issues relating to shared residency arrangements

Where shared residence arrangements are in place and parents/ carers of the child submit two separate applications for different schools, the LA requires parents to resolve matters between themselves, taking legal advice if necessary, and inform the LA which application should be processed. The LA will not become involved in private disputes. If more than one offer of a school place is made, the LA would expect one of the places to be withdrawn by the parent. If this is not the case, when the child starts school, the alternative school place will be withdrawn by the LA.

15.0 Children of UK Service Personnel

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are

usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, The admissions authority will process the application on that address. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address. An offer of service family accommodation from the housing department is not sufficient to be accepted as proof of address, the signed tenancy agreement would be required.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

16.0 Contact information

The Business Manager
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Wiveliscombe
Somerset TA4 2NE
Email: sch.562@educ.somerset.gov.uk

www.kingsmead-school.com

Telephone: 01984 623483

Somerset Local Authority
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www.somerset.gov.uk/admissions
Telephone: 0845 456 4038