

	POLICY TITLE:	Admissions
Kingsmead Academy T/A Kingsmead School		
Committee/Person Responsible for Policy:		Head Teacher Finance, Strategy & Personnel sub-committee
Date Approved by Governing Body:		September 2020
Date of Last Review:		Term 1 2020/21
Next Review Due:		Term 1 2022/23

1. Overall Principles

- Kingsmead Admissions Policy aims to be fair, clear and objective and ensures that parents are able to look at our arrangements and understand easily how places will be allocated
- It will meet all the legal requirements of the School Admissions Code and School Admissions Appeals Code
- Our underlying principles are:
 - To offer places to all students aged 11-16 who live within the traditional catchment area of Kingsmead following a request from the Local Authority
 - To allocate places up to the Planned Admission Number (PAN) of 195 from September 2020

The principles are based on the Core Values of Kingsmead School:

Care

We operate the policy in a fair and transparent manner.

Aspiration

We have high expectations of all our students upon entry to Kingsmead.

Respect

We respect the parents' and student's right to choose a good education and will seek to meet preferences where possible

Determination

We will endeavour to ensure all students receive a fully rounded education upon entry to Kingsmead

2. In-year Admissions

- At least 3 governors must meet and consider each application. Decisions must be minuted
- Every governor sub-committee and full governor meeting to consider admission applications. Criteria for decisions to be as follows:

Students will be offered a place if:-

- The child is a Looked After Child (LAC) or in the care of the Local Authority or has been previously and is now formally adopted or subject to a residence/child arrangement or special guardianship order and Kingsmead is seen as the school best able to meet the student's needs.

Important Note

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 "a previously Looked After Child" means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.

- They live inside our catchment area. Proof of residency must be provided by the applicant in the form of a signed tenancy agreement or solicitor's letter confirming exchange of contracts. Where necessary governors will take steps to ensure the residency is genuine and not temporary
- They have an Education Health & Care Plan and have named Kingsmead in this
- The Year Group is below PAN

Students may be offered a place if:-

- The school is approached by the Local Authority under the Fair Access Protocol

Governors will consider those in the above categories on a case by case basis and will, before offering a place, consider the impact upon the year group, the number of new students into the year group already, class sizes and the ability of the school to meet the needs of the individual.

Students will NOT be offered a place if:-

- We are over PAN and they live outside our catchment area

3. PAN

From September 2019 our PAN increased to 195.

4. Criteria for obtaining a place

- Live within our traditional catchment area as set by the LA
- Name Kingsmead in an Education Health & Care Plan

5. Oversubscription Criteria

If there are places available once the criteria for obtaining a place have been used, then all applications will be accepted up to PAN. If there are more applications than places, then the following oversubscription criteria will be used:

IN PRIORITY ORDER

- Looked after Children – Children who are in the care of a Local Authority and students who were previously looked after but ceased to be so because they were adopted, subject to a residence order or special guardianship order
- Children living within the designated catchment area who will have a sibling attending the academy at the time of admission
- Children living within the designated catchment area
- Children who attend one of our identified feeder primary schools in year 6:
 - Bishops Lydeard CofE VC Primary School
 - Cotford St Luke Primary School
 - Crowcombe CofE VA Primary School

- Dulverton Junior School
- Lydeard St Lawrence Primary School
- Milverton Community Primary School
- Oake, Bradford & Nynehead CofE VC Primary School
- Stawley Primary School
- Stogumber CofE Primary School
- Wiveliscombe Primary School
- 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
- Children not satisfying a higher criterion

6. 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 students 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 the home and school for each child falling within the particular criterion. Places will be allocated to those students 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. In cases whereby a student's parents have shared residence and the child lives for part of the school week with each parent then the house of the parent who lives nearest the school will be used. If a child lives with one parent during the week and another parent at weekends then the residence used during the week will be used

7. Appeal Panel Process

The school will continue to purchase and use the services of the LA or another suitably qualified and experienced provider.

8. Waiting List Process

Waiting lists will be maintained for every year group during the 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 with the Published Admission Number or admission limit, this will be offered for the highest ranked child at that time. All families who wish to be considered for a place at Kingsmead School are free to apply even if that Year Group is full.

9. Other

Governors will adopt the recommendations as described in the School Admissions Code for all 'unusual' applications such as:

- Admissions of children outside their normal age group
- Children from overseas

FREQUENTLY ASKED QUESTIONS

- How far in advance of the request for a place at the school will the Governing Body or Academy Trust wish to allocate a place?

Currently we process applications received no more than 6 weeks in advance of the required start date. Applications for school places received more than 6 weeks in advance of the required start date are held until the 6 week date is reached.

- Will the school consider applications on a daily basis in strict date order as they come in? Or consider in batches received by a set time on a set day of the week?

All applications are considered by the next scheduled governors' meeting after the application is received.

- What is the latest date by which a response will be made?

A response will be made within 5 school days from the date of the governors' meeting at which the application was considered.

- If the school intend to offer places over the Admission Number on occasion, what will be the criteria for agreeing an additional child, e.g. a child moving into the rural catchment area where there is no alternative to offer within statutory walking distance?

Governors have agreed at this time that any child of statutory age living within the catchment area will be offered a place. This along with this policy will be reviewed on an annual basis.

- When the school wish to offer a place over the Admission Number for a family moving into the area will a place only be allocated following proof of a change of address?

Kingsmead requires a copy of a signed tenancy agreement or exchange of contracts for a house purchase.

- How long will a place that has been allocated be kept open for a child?

21 school days

APPENDICES

- i. Application form for a school place during the academic year
- ii. Exemplar acceptance letter
- iii. Exemplar decline letter

APPLICATION FOR A SCHOOL PLACE DURING THE ACADEMIC YEAR



PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

This form should be used by parents/carers requesting transfers between schools during the school year. You must complete a separate application for each school and each child.

All relevant sections of the form **must** be completed as fully as possible or the form will be returned to you.

Applications will be processed in strict date order and a decision will be notified in **writing** to the applicant.

This form can be made available in Braille or large type upon request.

Part 1 – Reason for your application

1. Moving into Somerset
2. Moving within Somerset
3. Moving to work at the Hinkley Point site
4. Not moving but wanting to change school
5. Moving out of Somerset

Please tick the relevant box

- } **PROOF OF ADDRESS SUCH AS**
 } **EXCHANGE OF CONTRACTS LETTER**
 [**FROM A SOLICITOR OR A 6 MONTH**
TENANCY AGREEMENT SIGNED BY
YOURSELF AND LANDLORD MAY BE
REQUIRED. NOT SENDING THIS
INFORMATION MAY RESULT IN AN
UNNECESSARY DELAY IN YOUR CHILD
BEING OFFERED A SCHOOL PLACE

Part 2 - Pupil Details

Child's Legal Surname:		Child's Forename(s):	
Date of Birth:		Male / Female (<i>please circle</i>)	
Current Address:		(If applicable)Address moving to:	
Postcode:	Date since	Postcode:	Date if moving:
Current/Previous School:		If Previous school, last date on roll:	
Address:			

Part 3 - Preferred School:

It will not always be possible to provide a place at your preferred school. It is therefore recommended that you complete applications for several schools.

The earliest you can apply for a school place is up to six weeks or half a term in advance of your preferred start date.

School applying
for :

What is your preferred
start date?:

Have you previously applied for a place at this school?
circle

YES / NO *(please*

Please note: Local Authority schools will not consider more than one application for the same school within the same academic year unless there has been a significant material change.

Part 4 – Supporting Information

Your answers to the following questions are very important and the Admissions Authority will use this information in conjunction with the published over-subscription criteria to help determine whether your child has a priority for a place at your preferred school.

1.

Has your child previously been in care and is now formally adopted? **YES / NO** *(please circle)*

Is this application for a child currently in the care of a Local Authority? **YES / NO** *(please circle)*

If **Yes**, which Local Authority? :

Name of Social Worker:

Contact Number:

If you have answered **Yes** to either of the questions above, has the Virtual School been consulted about a change of school?

YES / NO *(please circle)*

If **not**, please ensure you send a copy of this application form to thevirtualschool@somerset.gov.uk before submitting this form to the preferred school.

2.

Does your child have an Education Health and Care Plan? **YES / NO** *(please circle)*

If **YES** please speak to the SEN Casework Team by contacting 0300 123 2224. **If your child does have an Education Health and Care Plan you do not need to complete this form.**

If **NO**, do you believe there are important medical or special needs reasons why a place should be allocated at one of your preferred schools (This does not guarantee a place, but the Admissions Authority may need to consider this information in connection with published over-subscription criteria) **YES / NO** *(please circle)*

Does your child have any specific disability of which a school should be aware? If Yes, please supply any relevant information. **YES / NO** *(please circle)*

3.

Does your child hold EEA (European Economic Area) citizenship?
circle

YES / NO *(please*

If you have indicated '**No**', please attach a copy of your child's immigration documents.

4.

Are you involved with the life and worship of a church?

YES / NO (please circle)

If **YES** please provide details of your Priest/Minister/Leader and explain the relationship on the appropriate 'Faith' Supplementary Information Form.

Name:

Address:

Is your child baptised/christened?

YES / NO (please circle)

If **YES** in which denomination?

If you are applying for a place at a Catholic Voluntary Aided School, you will need to supply a copy of the Baptism / christening certificate.

Please tick if included

5. Will there be any siblings on roll at your preferred school at the time the school place is required? The sibling(s) must be resident at the same address.

If **YES** please provide details of each sibling(s):

Child's Legal Surname:

Child's Forename(s):

Date of Birth:

Male / Female (please circle)

School child attends:

Child's current Year

Child's Legal Surname:

Child's Forename(s):

Date of Birth:

Male / Female (please circle)

School child attends:

Child's current Year

6.

Are either parents/carers members of staff at the preferred school?

YES / NO (please circle)

7. Fair Access Criteria – please tick if any of the following applies to your child. (Please note that ticking one of the boxes below does not guarantee a place at your preferred school. It will enable the Fair Access Protocol to be invoked should you be unable to secure a school place under the normal in year admission process)

a) Children from the criminal justice system or Pupil Referral Unit or alternative provision who need to be reintegrated into mainstream education	
b) Children who have been out of education for two months or more	
c) Children of Gypsies, Roma, Travellers, refugees and asylum seekers	
d) Children who are homeless	
e) Children / family working with Children’s Social Care or Health professional	
f) Children who are carers	
g) Children with special educational need, disabilities or medical conditions (but without statement)	
h) Children known to the police or a number of other agencies	
i) Children who have to move school because of domestic violence (whether staying in a refuge or with friends/other relatives)	
j) Children in Year 6 and Year 10 pupils (from summer term)	
k) Children in Year 11	
l) Children of UK Service Personnel	
m) Any other children who arrive in Somerset outside the normal admissions round who have difficulty securing a place	
n) Children at risk of permanent exclusion from school	
o) Children whose behaviour is a cause for concern	
p) Children with poor attendance of 85% or less in the current or previous academic year	

Part 5 - Applicant's Details

Title: Mr/Ms/Mrs/Miss/Other (please state)	
Parent/Carer's Surname:	Parent/Carer's Forename:
Relationship to child:	
Address (if different from child's):	
Postcode:.....	
Daytime Tel No:	Mobile Tel No:
E-mail Address:	Do you have legal Parental Responsibility for this child? (please circle) YES / NO

Part 6 - Declaration

I understand that applications must be made by the child's legal parent/carer and that by signing the declaration below I will be confirming my understanding of the information provided on this application form and that the information I have provided is correct. I accept that the Admission Authority reserves the right to withdraw school places which have been obtained by providing incorrect or misleading information.

I understand that it is the parent’s responsibility to ensure that the Admission Authority receives the completed application form safely. I note that it is recommended to send my application form by Special Delivery post, or obtain a proof of posting certificate, or a receipt from a County Hall Reception desk if my application is hand delivered. Furthermore, I understand that if my preferred schools include a school in another Local Authority (LA) area, that authority’s timescale for providing a decision may be different.

I accept that where parents equally share parental responsibility and two applications are submitted for the same child, the Admission Authority will require the parents to agree which application is to be considered and which should be withdrawn. If parents cannot agree and there is no court order to determine majority responsibility, the preferences indicated by the parent who receives child benefit for the child concerned will be awarded a higher priority than those from the other parent.

I accept that the child's home address must be the place where the child permanently resides for the majority of the time. This would normally be at the same address as the person who has Parental Responsibility for the child and is their main carer. Where the child spends equal amounts of time with both carers, the Admissions Authority will consider the place of residence of the parent/carer who receives Child Benefit to be the child's home. Evidence of parental responsibility will be required should there be doubt and the Admissions Authority may undertake thorough residency checks and reserves the right to request independent confirmation of the child's address.

Notification regarding the processing of any personal data supplied in this form

Data Controller: Somerset County Council

DPO contact – informationgovernance@somerset.gov.uk

Purpose for processing: The information that you give on this form will be used by the Council for the purpose of processing your application for a school place for your child.

Legal basis for processing: For sections 1 to 7: **By law:** The School Admissions Code 2014 which is statutory guidance for Local Authorities states that Local Authorities must provide a common application form that enables parents to express their preference for a place at any state funded school and Schedule 5 of the Deed of Development Consent Obligations relating to Hinkley Point C, Somerset. **Legitimate Interests:** For the prevention and detection of crime (Fraud Act 2006) and to help improve services. For section 8: Consent: we will only share your information with preferred schools if you indicate this, and you can withdraw your consent at any time.

Data Sharing – the personal data provided will be shared with early years settings, health authorities, schools, academies and free schools and may also be shared with other SCC service providers, the Department for Education, Somerset County Councils software supplier and School Appeal Panels. If you are applying for a school outside Somerset it may be shared with other Local Authorities and schools and academies in their area. Data may be shared by schools with a private admissions provider. If you indicate you are moving to work at the Hinkley Point site statistics will be shared with EDF Energy but no personal data will be shared. SCC will not disclose this information to any unauthorised person or body.

Transfers abroad: this data is held within the EU and is accessible by the approved application provider.

Data Retention: The personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity.

Your Rights: You have the right to ask Somerset County Council to a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

Consequences: For sections 1 to 7: If you do not supply this information to us, we will not be able to process your application for a school place for your child.

For more information see www.somerset.gov.uk/privacy

Signature of Parent/Carer/ Carer:

Date:

Part 7 – Submitting your application form

When you are satisfied that you have provided all the relevant information on your application form and any necessary Supplementary Information Form(s) including proof of address, please ensure that you have signed the declaration in Part 6 and then submit your completed application to your preferred school.

Sections 8 and 9

IMPORTANT INFORMATION

The information requested in parts 8 and 9 **will not** be used to make the decision whether or not to offer your child a school place. This information is used solely for the purpose of identifying whether your child meets the criteria for consideration under Fair Access and to assist the new school with planning for your child's admission. You will be neither advantaged nor disadvantaged by completing these sections.

Moving school for whatever reason is a very important decision to make.

The Local Authority would strongly advise you to:

1. Discuss the move with your child's current school before taking the decision to transfer your child to another school.
2. Visit all your preferred schools before making an application

Part 8 to be completed by parent/carer

Part 9 to be completed by current or previous school

There is no statutory requirement to complete sections 8 and 9 however we would encourage you to consider sharing information about your child.

By signing I understand that any information provided in sections 8 and 9 will be shared with the schools for which I have made a preference.

Please tick the box if you would like the Admission Authority to obtain the information contained in part 9 from your child's current or previous school on your behalf

Print name:

Signature of Parent / Carer:

If completed, please send sections 8 and 9 with your application form to your preferred school.

Not to be used to make a decision as to whether or not a place is offered. This information is to be used for the purposes of assisting the new school with planning for your child's admission.

Part 8 – Additional Information

Reason for leaving

Permanently excluded Fixed term excluded Other (Please provide details)

Why do you want your child to change school? (Please give as much further information as you can, using a separate sheet if required.)

I have discussed my reasons for wanting to change school with my child's current school.

Please provide the name of the person(s) you have spoken to at your child's current school –

Date of any meetings –

Have any of the following services been involved with your child in the last 3 years? **YES / NO**
(please circle)

(Please tick all relevant boxes below)

- | | | | |
|--------------------------------------|--------------------------|--|--------------------------|
| Parent Family Support Advisor (PFSA) | <input type="checkbox"/> | Access Liaison Officer | <input type="checkbox"/> |
| Medical tuition team | <input type="checkbox"/> | Educational Psychologist | <input type="checkbox"/> |
| Children's Social Care | <input type="checkbox"/> | Child and Adolescent Mental Health Service | |
| | <input type="checkbox"/> | | |
| Behaviour Support Worker | <input type="checkbox"/> | Physical Impairment Team | <input type="checkbox"/> |
| Elective Home Education Team | <input type="checkbox"/> | Traveller Education Service | |
| | <input type="checkbox"/> | | |
| Safeguarding Children Team | <input type="checkbox"/> | Speech, Language and Communication Team, | <input type="checkbox"/> |
| Autism Team | <input type="checkbox"/> | Children's Autism Outreach Team | <input type="checkbox"/> |

Other – (Please specify) _____

Is your child attending school regularly? Yes No

If no, is an Education Safeguarding Officer involved? Yes No

If your child is not attending regularly, please state why.

Not to be used to make a decision as to whether or not a place is offered. This information is to be used for the purposes of assisting the new school with planning for your child's admission.

Part 9 – Information for your child’s current or previous school to complete

In Year Admissions Additional Information

Please ask an appropriate member of staff at your child’s current school, for example the Headteacher or Head of Year to complete and sign this form. Please note there is no statutory requirement to complete this section.

Pupil’s name	Date of Birth
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Attendance %	Period covered
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Additional Needs

School Action	Yes	No	School Action Plus/pupil specific funding	Yes	No
Individual Education Plan or Pastoral Support Plan	Yes	No	EHCP/Statement of SEN	Yes	No

Agencies involved –

N.C. SATS Levels	Maths	English	Science
KS1			
KS2			
KS3			

CATS Score	Verbal	Non Verbal	Quantitative	Mean

Options for Y10/11students	
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Student Strengths/Interests/Achievements	
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Please indicate based on the student’s last progress report.

Is the student –

Academically confident	YES	1	2	3	4	5	No
Stable peer relationships	YES	1	2	3	4	5	No
Well motivated	YES	1	2	3	4	5	No
Behaviour	Outstanding	1	2	3	4	5	Poor

Medical history / concerns	
Other relevant information you would like to make the receiving school aware of:	

Print name:

Position in school:

Signature:

APPENDIX II

Parent/Carer of:
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

Date

Dear Parent/Carer

Thank you for your application for a place in year XXXXX at XXXXXXXXX School for XXXXXXXXX.

I am pleased to confirm that a place is available for XXXXXXXXX.

Please contact us directly to arrange a suitable starting date. The office contact details are XXXXXXXXX.

If you no longer require this offer of a school place please inform me of this in writing as soon as possible.

Free school transport is provided for children who attend their catchment or nearest school and also live more than the statutory walking distance from that school. This is two miles for a child aged up to eight years old and three miles for a child aged eight and over. There may also be pay seats available. If you would like to apply for school transport please phone Somerset Direct on 0300 123 2224 to make an application.

I look forward to xxxxxxxx joining us.

Yours faithfully

APPENDIX III

Parent/Carer of:
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

Date

Dear Parent/Carer

Thank you for your application for a place at xxxxxx School.

Unfortunately it has not been possible to allocate your child a place. The Governing Body / Academy Trust's reason for this is XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

If you wish to find out about places at alternative schools, please contact Somerset Local Authority for more information on 01823 355608.

I would like to notify you of your statutory right of appeal against the decision to refuse you a place at XXXXXX School. I would like to notify you of your statutory right of appeal against the decision to refuse you a place at your preferred school(s). You will need to complete an appeal form within 20 school days of the date of this letter if you wish to exercise your right of appeal. You can complete an appeal form either online at: [http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/appeal-a-school-admission s-decision/](http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/appeal-a-school-admission-s-decision/) or download a paper copy.

Please note you cannot appeal for the same school more than once per academic year unless there has been a significant change of circumstances.

Yours faithfully