

# Kingsleigh Primary School



## Admissions Policy 2023-2024

### Kingsleigh Primary School and Pre-School

**Date of last review: October 2021    Date Determined: 17 February 2022**

**Date of next review: October 2022**

## **Kingsleigh Primary School and Pre-School (Academy Trust) Admissions Policy and Arrangements for 2023-2024**

The criteria to be used by Kingsleigh Primary School and Pre-School are as set out below. They will be applied to

- a) All entry year applications received by the closing date and to applications received after the closing date, if any places become available. Late applications will not be considered at the first allocation of places until all applications received on time have been dealt with. Children with Education, Health & Care Plan's (EHCP's) which name the school will be provided with a place in accordance with their plan. Where possible, these children will be offered before all other applications are considered.
- b) All admissions outside the normal September main entry intake with the exception of children whose EHCP names the school, or children who are considered and placed under the In Year Fair Access Protocol (see note 11) agreed through the Bournemouth Admissions Forum are applicable.

A place in our Pre-School does not guarantee a place in our Reception and applications have to be made for Reception places through the Local Authority admissions procedure.

Places will be allocated in the following order of category:

### **Category 1**

Children who are "Looked after" by a Local Authority or a child who was previously looked after but immediately following being looked after subject to an adoption, residence, child arrangements or special guardianship order (See Note 1.)

### **Category 2**

Priority will be given to children of any member of staff employed at the Academy where the member of staff has been (a) in employment at the Academy for two or more years at the time of application for admission is made, or (b) when the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

### **Category 3 (For children who are in attendance at Kingsleigh Pre-School)**

Priority will be given to children who are already attending Kingsleigh Pre-School who are eligible for Early Years Pupil Premium or Service Premium.

### **Category 4**

Children living in the designated catchment area of the school who will have a brother or sister (see note 3) attending the school (or related infant/junior school) at the time of admission.

### **Category 5**

Children living in the designated catchment area of the school.

### **Category 6**

Children living outside the designated catchment area of the school who will have a brother or sister (see note 3) attending the school at the time of admission.

### **Category 7**

Children living outside the catchment area of the school who live closest to the school as measured by straight-line distance. (See note 2(ii))

## **Admission Criteria - Notes**

1. 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 admissions authority what evidence is required. The final decision will be made by the admissions authority. If any information supplied by an applicant is judged by the admissions authority to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.

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 admissions authority what evidence is required. The final decision will be made by the admissions authority. If any information supplied by an applicant is judged by the admissions authority to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.

2. In the case of over subscription in categories 1 - 7 priority will be given to these children:
  - (i) significant medical/psychological conditions and exceptional reasons – for an application to be considered under this category written evidence from an NHS Consultant (for medical grounds), or an NHS Consultant Psychiatrist (for psychological grounds), or a Social Worker (for exceptional grounds) that documents the child or young person's medical, psychological or exceptional needs must be included with the application.

Children will only meet this criterion if the school is assessed by the Trust Board to be the only school that can meet any specific medical, psychological or exceptional needs identified.

- (ii) live closest to the school as measured by the straight-line distance calculated by the Local Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the policy takes the measurement between the address mapping points of the school and the applicant's home). If distances are equal, as calculated by the Local Authority's GIS system, for example a flat in a block of dwellings with the same front entrance a random allocation system will be used to determine the allocation. Details of this process are outlined below in Note 12.
3. Brothers and sisters are defined as half or full brother or sister, adoptive brother or sister, foster children and the children of parents who are married or cohabiting, where the parents and children live together in the same household.
  4. When considering twins, triplets or other multiple births places will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

#### Home Address

5. 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.

#### Applications from separated Parents/Carers

6. 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 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.

### Changes of address

7. When applying for point of entry, the School will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year groups (Reception, Year 3 and Year 5) is 15 January 2023. This means if your moving date is after 15 January 2023, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record. If you move house after you have submitted your application but before the National Closing Date, you **must** inform us **before** the 15 January 2023 to ensure your application is considered from your new address.

### Waiting Lists

8. The Academy operates a formal waiting list for those refused a place. The waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with an Educational Health and Care Plan (EHCP) or one who is required to be admitted through an In-year Fair Access Protocol, are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date.

Waiting lists for all year groups will cease at the end of the academic year 2023/24. Applicants will be required to re-apply (from June 2024) for admission if they wish to continue to be considered for a place. Please note the School may review waiting lists on a regular basis at the end of each term or when a place becomes available at a school.

9. Total Admission number for Reception Year 2023-24 is 120 pupils.  
Total Admission for Pre-School is 70 pupils.

### Co-ordination between Admission Authorities

10. All schools in Bournemouth, Christchurch and Poole together with the Local Authority have, in accordance with statutory requirements, agreed to coordinate the main entry admission and transfer process.
11. BCP Council in partnership with its schools, operate an In Year Fair Access Protocol in accordance with the School Admissions Code. The Protocol is reviewed on a regular basis.

## Final Tie-Break Allocation Process

12. If there are insufficient places to accommodate all applicants and after using all tie break criteria applicants for the final place(s) cannot be split the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the IT providers in use at the time. At the time of setting this policy the providers are Synergy.

## School Admission Appeals

13. Appellants do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

## Withdrawal of an offer of a place

14. The School may withdraw an offer of a school place where a parent fails to respond to an offer within a reasonable timescale or where the place was offered on the basis of a fraudulent or intentionally misleading application, or where the place has been offered in error.

## Changes to the admission policy, number of available places and catchment areas

15. Where additional places or a school closure or amalgamation is proposed or implemented after the setting of these admission arrangements a change may be required to be made to the policy, admission number or related catchment areas. Application will be made to alter the arrangements to the Secretary of State where necessary.

## Admission of children outside their normal age group

16. The policy in regard to consideration of requests from parents for delayed and different year group entry is attached. The procedure for consideration of these requests is set down within the policy.

## **For Pre-School Admissions only:**

17. All pre-school children are entitled to 15 hours funded childcare the term after they turn 3. They can start as soon as they turn 3 if you would like to pay for sessions. Some families will be entitled to up to 30 hours of funded childcare. To see if you are eligible, please visit: <https://www.gov.uk/get-tax-free-childcare>.

18. Pre-school sessions are in blocks and you will be able to request sessions, depending on availability.
19. Pre-School children (not medical or Special Education Need (SEND) children) need to be toilet trained (or on their way to be toilet trained). Pull ups are fine as long as the child is becoming independent at pulling them up themselves.
20. In Pre-School we will make reasonable adjustments to meet and admit children with SEND. However, if the current level of SEND children is high, it is possible that we may not be able to offer a place due to needs of current cohort.
21. In Pre-School, if your child has a medical or special educational need and is still wearing nappies or pull-ups they may only be able to attend mornings or afternoons and they may not be able to attend the after school club. This will be discussed and decided on a case by case basis.
22. In Pre-School, if your child does not attend for 20 school days, without prior authorised evidence, such as a NHS paediatrician's letter showing medical procedure with recovery period, the child may be removed from the Pre-School register and the place will be offered to the next child on the waiting list. The school will make best efforts to contact families and clarify circumstances before taking a child off Roll.