

Admission Arrangements 2018-19

The AAB has determined a planned admission number (PAN) of 30. This is the number of children who can be admitted into the “intake year” and preferences are agreed until the PAN has been reached.

The following oversubscription criteria will be used to determine how places are allocated when there are more applications than places available. In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured using the Local Authority’s computerised distance measuring software from the entrance to the child’s home to the principle entrance to the main administrative building of the school. In the event of two distances being equal, lots will be drawn and independently verified.

Children who have a statement of special educational needs or an education health and care plan that names Kingston Park Academy will be admitted. This will reduce the number of places available for other children.

Criteria:

1. Children looked after or previously looked after by a local authority
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending school
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school
5. Other children who live outside the catchment area

Special circumstances

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child’s particular needs will be given special consideration by the AAB. The evidence must be presented at the time of application. Admission under ‘special circumstances’ will take precedence over all but the first numbered criteria.

In-year admission

The school participates in Nottinghamshire County Council's in-year scheme. Waiting lists will not be held for in-year admissions. Children of nomadic travellers will be allocated a place at the school where a place is available. In the event of oversubscription the school will liaise with the Local Authority to enable a place to be found in a school without delay.

Late applications

Late applications are processed in line with the co-ordinated scheme.

ADMISSIONS TO YEAR GROUPS OTHER THAN THE INTAKE YEAR

The school participates in Nottinghamshire County Council's in-year coordinated scheme. AAB will consider admission requests and places will be filled in accordance with the admissions criteria unless it can be demonstrated that there would be prejudice to the provision of efficient education or the efficient use of resources.

To avoid unnecessary delay, these decisions will normally be made by the Chairman in consultation with the Chair of the Admissions Committee /Academy Advisory Board and reported to the next meeting.

All pupils admitted will normally be placed on the school roll at the start of the next term or half term, unless there are extenuating circumstances supporting an earlier admission.

The school participates in Nottinghamshire County Council's Fair Access Protocol.

All applications must be made on the common application issued by the home Local Authority. The application must be completed and returned by the closing date.

All applications received after the closing date will be accepted but considered after those received on time.

If applications exceed the number of places, the school will operate a waiting list in accordance with the above oversubscription criteria. Places on the waiting list may go up or down depending on whether places become available, or if late applications are received. The AAB of the school, in partnership with the Local Authority, will administer the waiting list for the duration of the co-ordinated scheme. Waiting lists will remain open for the intake year applications until the end of the autumn term. If a child is not allocated a place, parents/carers have a statutory right of appeal. Appeals can be lodged by writing to the AAB and appeals are heard by an independent appeals panel. The decision of the panel will be binding on parents and on the school.

The AAB operates a single entry admission policy prior to a child's fifth birthday, admitting children full-time at the beginning of the Autumn Term. Some parents wish to defer the start of full-time education until compulsory school age. If you would like to take up this option, you may arrange the details with the Principal. However, if your child's birthday falls between 1 April and 31 August, deferring admission until compulsory school age would result in your child being admitted into a different admission year and it is advisable to speak to the Local Authority if you are considering this option.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. A designated officer from the Academy will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent view; 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 they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admissions authority **must** process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

RIGHTS OF APPEAL

When mid-year requests for admission are refused, the applicants will be informed in writing of the reasons by the LA.

For admissions into the intake year through the co-coordinated admissions scheme, the home LA will inform applicants of the outcome of their application and of their right of appeal. Parents should be aware that the school does not deal with "Appeals" rather parents should contact the Diocesan Solicitors as stated and outlined in their written communication. Appeals should be lodged within 20 school days of the date of the refusal letter.

Definitions

Kingston Park Academy AAB use the same definitions as published in Nottinghamshire County Council's Admissions to Schools Booklet in respect of home address, looked after child, parents, siblings, twins and multiple births and nomadic travellers.

Parent

The term 'parent' is defined as those who have legal responsibility for the upbringing of a child.

Looked after and previously looked after

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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or become subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2004. 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).

Siblings

- A brother or sister who share the same parent, who live in the same household, and who will be on the school role at the start of the year for which application is being made
- A half brother or sister where two children share one common parent
- A step brother or step sister, where two children are related by a parent's marriage
- Adopted or fostered children living in the same household under the terms of a residence order
- Where one child of a multiple birth can be admitted, his or her brothers and sisters will also be admitted. Where this would extend the class size beyond 30, the Governing Body may relax this rule in consultation with the LA.