



# Kingsway Primary Academy

Admission Arrangements Policy

Ratified: Jan 2024

Next Review Date: Jan 2025

## Policy Responsibilities and Review

Policy type:	School policy
Guidance:	Halton Local Authority
Related policies:	WPAT Admissions Statement
Review frequency:	Annually
Committee responsible:	
Chair signature:	M Jones
Changes in latest version:	No changes

## Contents

1. Age of Admission.....	3
2. Parental Preferences .....	3
3. Published Admission Numbers (PAN) .....	3
4. Oversubscription Criteria.....	3
5. Tie Breaker.....	4
6. Shared Parental Responsibility .....	5
7. Deferred Entry, Part-Time Attendance and Summer Born Children.....	5
8. Infant Class Size Legislation – Key Stage One .....	6
9. National Offer Day .....	6
10. Right of Appeal .....	6
11. Appeals Timetable.....	7
12. Waiting Lists.....	7
13. In -Year Admissions .....	7

# Determined Admission Arrangements for Kingsway Primary Academy for Academic Year 2024-2025

## 1. Age of Admission

- 1.1 Parents/carers (parents) of children born on or between 1 September 2019 and 31 August 2020 can apply for a reception class place for September 2024 by completing the local authority's on-line application form.
- 1.2 Before you complete an application form, you are strongly advised to read the parent's information booklet which sets out useful information about all primary schools in Halton and important information about the admissions process. To access the parent's information booklet and online application form, please refer to Section 14 of this document.

## 2. Parental Preferences

- 2.1 Parents have the right to state a preference for schools. Parents are invited to express up to three preferences and are given the opportunity to state their reasons for these preferences.
- 2.2 When preferences cannot be met and a place cannot be offered at any of the parent's preferred schools, the applicant will be offered a place at the nearest school to the home address which has a place available. When this is a faith school or an academy, any offer of a place would be made in agreement with, and on behalf of the governing body or academy trust, as the admitting authority for the school.

## 3. Published Admission Numbers (PAN)

- 3.1 Kingsway Primary Academy has 40 places available for Reception Class entry in September 2024.

## 4. Oversubscription Criteria

- 4.1 Oversubscription criteria are used to establish an order of priority for allocating places when the number of applications for places exceeds the number of places available.
- 4.2 **Children who have a statement of special educational needs will be admitted to the school named in the statement over and above the oversubscription criteria.**

4.3 The proposed oversubscription criteria for **Kingsway Primary Academy** are set out below:

- (1) Children in care and children formerly in care.\*
- (2) Siblings (pupils with elder brothers or sisters already attending the preferred school and expected to continue at the school in the following school year. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit)
- (3) Children who attend Kingsway Primary Academy
- (4) Pupils for whom advice from a medical practitioner or psychologist has been provided by the parents/carers at the time of application in support of admission to a particular school, which, in the council's view, justifies admission to the preferred school. The council, if it is considered appropriate, will seek the views of the school medical officer or educational psychologist in the event of parents requesting admission on medical or psychological grounds.
- (5) Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a Geographical Information Address Point System based on the Local Land and Property Gazetteer. This measures straight line (direct) distances from the address point of the permanent place of residence to the address point of the school.

NB Where the school reaches its published admission number from pupils within one of the categories listed above, those pupils to be admitted from within that category will be those whose permanent places of residence are closest to the school as defined in oversubscription criterion five.

\* Children in Care and children formerly in Care is defined as looked after children and previously looked after children who have ceased to be in Care because they have been adopted or became subject to a residence order or special guardianship order.

## 5. Tie Breaker

5.1 A tie breaker must be applied to decide which applicant will be offered the last place at a school when two or more applicants cannot otherwise be separated.

- 5.2 In the event of the direct distances (in miles) being the same for two or more applicants and the last place to be allocated would be to one of these applicants, the measurements would be taken again in kilometres and the place will be offered to the applicant living nearest to the school in kilometres.
- 5.3 In the event that the distances measured in kilometres are the same, a random allocation will be applied.

## 6. Shared Parental Responsibility

- 6.1 For school admission purposes, the Academy Trust has agreed that when considering application forms from parents with 50/50 shared responsibility for their child, the address given on the application should be the address of the parent who is in receipt of the child benefit and/or child tax credit. Proof may be required.
- 6.2 If the care is not split 50/50, the address used for allocation purposes will be the address where the child sleeps on most nights of the week.**

## 7. Deferred Entry, Part-Time Attendance and Summer Born Children

- 7.1 Children reaching the age of five between **1 September 2019 and 31 August 2020** may be admitted full time on the first day of the autumn term before their fifth birthday. To help children adjust, schools may phase the intake over the first few weeks of term with reception children attending on a part-time basis. Arrangements are determined at school level but part-time attendance does not usually last longer than the first four weeks of term.
- 7.2 Flexibility exists for parents who feel their child is not ready to start school in the September following their fourth birthday. Parents/carers can request that the date their child is admitted to school is deferred until later in that academic year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.**
- 7.3 Parents of summer born children may wish to explore the possibility of their child starting school in the September following their fifth birthday ie: so their child is educated outside of their normal age group.**
- 7.4 If a parent chooses to explore this option, they should discuss it with the schools they are interested in and the local authority as soon as possible. Parents should make it clear that they wish to apply for a reception class place a year later than the year into which the child could have been admitted.**
- 7.5 The admitting authority at the school is responsible for making the decision as to whether or not to educate outside of the normal age group based on the individual circumstances of each case. If the decision of the admitting**

**authority is to refuse entry outside of the normal age group, the parent does not have the right of appeal. The right of appeal is only available if they have been refused a place at a school which they have applied for, not the year group.**

- 7.6 Parents may complain about the decision not to educate out of the normal age group in accordance with the Academy's published complaints procedure.**

## **8. Infant Class Size Legislation – Key Stage One**

Infant classes must not contain more than 30 pupils with a single school teacher. Additional children may be added under limited exceptional circumstances.

The limited exceptional circumstances are as follows:

- a) children admitted outside the normal admissions round with statements of special educational needs specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admissions authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational need unit attached to the school, or registered at a special school who attend some infant classes within the mainstream school.

Children admitted under any of the exceptions listed above will remain as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **9. National Offer Day**

- 9.1 The local authority will send out offer emails and letters on behalf of the school's academy trust.
- 9.2 All offers of reception class places must be offered on the same primary National Offer Day which is 16 April or the next working day.

## **10. Right of Appeal**

- 10.1 Under the terms of the 1998 Education Act, parents have the statutory right of appeal against the decision of an admission authority to refuse a place for their child at any school. Such appeals are made to an independent appeals panel via the local authority.

## **11. Appeals Timetable**

- 11.1 The appeals timetable for all admission authorities within Warrington can be viewed or downloaded from Section 14 below.

## **12. Waiting Lists**

- 12.1 In accordance with The Education and Inspection Act 2006, waiting lists for first admission to reception class are held by the local authority for the whole of the Autumn Term of the academic year of admission. Waiting lists must be held strictly in oversubscription criteria order.

## **13. In -Year Admissions**

- 13.1 In-year admissions are those requesting a transfer from one school to another outside of the normal admissions round, for example when a family moves house part way through a school year.
- 13.2 Applications for in-year admissions are administered by the local authority. Generally a child will be admitted to another school if there is a place available with the exception of those children whose circumstances meet the requirements of the Fair Access Protocol.  
Each local authority must have a fair access protocol agreed with the majority of schools in its area to ensure that unplaced children, who apply outside the normal admissions round, are offered a place at a suitable school as quickly as possible. The local authority must also ensure that no school, including those with unfilled places, is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. A copy of Halton's Fair Access Protocol can be viewed downloaded from <https://www3.halton.gov.uk/Pages/EducationandFamilies/Schools/ChangeofSchool.aspx>
- 13.3 Parents wishing to consider transferring their child from one school to another should read the in-year admissions information booklet for parents before completing a form. The in-year admissions information booklet and application form can be downloaded from <https://www3.halton.gov.uk/Pages/EducationandFamilies/Schools/ChangeofSchool.aspx>

