

Admissions Policy

Kingsway Primary School



Governor Committee Responsible:	Business Management	Staff Lead:	School Business Manager
Status	Statutory	Review Cycle	Annual
Last Review	October 2023	Next Review Date	October 2024

Kingsway Primary admissions are managed by the rules and regulations established by the Local Authority. For further guidance, this policy should be read in conjunction with the *Guide for Parents and Carers*, issued by the local authority (LA).

The LA encourage online application at

<https://www.gloucestershire.gov.uk/education-and-learning/school-admissions>

The Admissions Team at Shire Hall, Gloucester, GL1 2TP (01452 425407) can be contacted for further details. Our policy will be published on Gloucestershire County Council's website and the school's website.

Download the in-year application form available from the Local Authority website www.gloucestershire.gov.uk/schooladmissions click on the "applying for a school place during the school year (in-year applications)", from the school direct or contact the In-Year team to send a copy in the post:

- You will need to complete an application for each school you wish to be considered for and send these direct to the school
- Use your child's permanent address and provide proof of this to the school, you will also need to provide a Birth Certificate.
- If you feel that your child has a medical need that can only be met by a specific school you will need to supply the school with documentation from a medical professional to support your application, if it is relevant in the school's admissions criteria
- Check if the schools you are choosing require supplementary forms to be completed
- By signing the declaration on the in-year form you are confirming all details are correct and accurate at the time of the application. A school place can be withdrawn if the application is found to be fraudulent
- We strongly advise parents not to remove children from their current school until a place has been secured at the new school of your choice, in case the new school is unable to offer your child a place.

Notification of application

Upon receipt of an in-year application, schools should aim to notify you within 10 school days, but they must take no longer than 15 days to notify you in writing whether or not you can be offered a place. A verbal offer or refusal is not a formal decision. If you have been refused a place then the school must advise you in their letter the reasons why a place has been refused and notify you of your right to appeal and the procedure for this.

If you have been offered a place at a school contact the school to confirm acceptance. Please note if you have submitted multiple applications and have received refusals yet wish to be placed on that schools waiting list you must have already indicated this on the in-year application form. Please advise us:

- If you no longer wish to remain on any other schools' waiting lists, this may be done either by email or telephone. It is important to note that all waiting lists will be 'cleared down' at the end of each academic year and should you still require a place at any other school you will need to make a new in-year application at the start of the next academic year
- If you have been offered more than one school place, please let us know which one you will be accepting. The processing of an application should not take longer than 15 school days and if a place is offered it must be taken up within a reasonable time. Best practice for a school place is 15 school days however it is, ultimately, at the school's discretion. (Applications for a September start can be accepted at the start of Term 6 in June).

Parents may only hold one offer of a school place at a time, if you do not wish to take up the offer made to you, please advise the school as quickly as possible so that they may offer it to another child.

The Published Admission Number for the school is set at 60. Where applications for admission exceed the places available, the following criteria will be applied:

1. A 'looked after child' (a) or a child who was previously looked after but immediately after being looked after became subject to an adoption (b) child arrangements order (c) or special guardianship order (d) .

Notes:

- a) *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) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.*
 - b) *This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*
 - c) *Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.*
 - d) *See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*
2. Where the child has an older sibling currently attending the school and who will continue to do so at the time of their admission.

Siblings are defined a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be living in the same family unit at the same address

3. Children with the strongest geographical claim, measured in a straight line from the **ordnance survey point** of the child's home address (including flats) to the central ordnance survey point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

Where any particular category at points 1 – 2 above is oversubscribed, criterion 3 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In the event of a tie between two or more children when applying criterion 3 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Local Authority. This is a manual process which is overseen by an independent person from the Legal Services and Monitoring Team.

The school will agree any changes to its admissions arrangements with the Secretary of State for Education. It will establish arrangements for appeals arrangements, which will be published each year.

Special Educational Needs

The school is required to admit a child with a statement of Special Educational Needs or Education Health Care plan that names the school, even if the school is full.

In Year Admission/Admission Appeals

If the school is already full when an in-year request for admission is received, this request will be refused but parents have a right of appeal. Having a sibling already in the school whether older or younger, may be considered by an independent appeals panel but will not give priority or an automatic right for a place to be offered.

Waiting Lists

If the school is oversubscribed, a waiting list for Reception Year entry in September of that academic year will be held until the end of the second school term, based on the 6-term school year (i.e. until the December holiday break). The waiting list will be prioritised according to the school's oversubscription criteria.

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list.

Children of UK Service Personnel or other Crown servants

The school implements the Local Authority's Fair Access Protocol for the children of UK service personnel or other Crown Servants. This protocol ensures that all admission authorities in Gloucestershire comply with the requirements of the School Admission Code so that their procedures or criteria do not prejudice these children if they arrive in the area outside the normal admissions round and that the challenges for these children are minimised. For further information on the Service Families Protocol please refer to the appropriate GCC Guidance Booklet: <http://www.gloucestershire.gov.uk/schooladmissions>

In-Year Admissions

In-year applications are all those made outside the normal round of admissions for children of compulsory school age i.e. those applications made during the academic year for a school place in Reception Year through to Year 6. To apply for a place at Kingsway Primary School, parents/carers should, therefore, contact the school directly in the first instance.

Transport.

No transport is available from the school.