KINGSBURY SCHOOL

School Admissions Policy 2025-2026

LOCAL LEVEL POLICY

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Signed: M. Clarke On behalf of the Senior Leadership Team			
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1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's arrangements for allocating places to the students who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children, as defined in Section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in Section 14A of the Children Act 1989).

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them wither full or part time and they look after that child.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of three state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

If you have an email address, the easiest way to apply for school places is online at https://www.warwickshire.gov.uk/applying-secondary-school-place

1. Log in to the Parent Portal or create an account if using it for the first time.
2. Enter your details (new accounts only). Address to be completed by using the address auto search.
3. A verification email will be sent to in your inbox - click the link and log in (new accounts only)
4. Add your child's details, including their address (if different from the applicants address)
5. As proof of address, upload a copy of one of:
    - Council Tax bill for current financial year
    - signed and dated tenancy agreement
6. As proof of your child's address, upload a copy of at least one of:
    - recent copy of household bill
    - recent copy of child benefit of child tax credit letter
    - recent child bank account letter
    - recent child medical appointment letter (dentist/doctor/opticians).
7. Select your preferred schools. Once you have submitted your completed application, the school preferences you have chosen cannot be changed.
8. Click the submit button.
9. Check you have received the automatic email acknowledgment that you application has been submitted.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number (PAN)

The school has an agreed admission number of 126 students for entry in Year 7.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated. If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Children in the care of, or housed by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);
2. Children living in the priority area who will have a sibling at the school at the time of admission;
3. Other students living in the priority area;
4. Children living outside the priority area who will have a sibling at the school at the time of admission;
5. Other children living outside the priority area.

Please note:

a) Children with an Education, Health and Care (EHC) Plan that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.
b) Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

6.3 Terms and conditions applied to oversubscription criteria

The following terms and conditions are applied to the oversubscription criteria for Kingsbury School.

Priority Areas

Each community and voluntary controlled school has an area identified as its priority area (some admission authorities refer to this as a 'catchment area').
A small number of schools share priority areas; these are known as 'shared priority areas'. Full details of priority areas are available on the Warwickshire County Council website and can be viewed using interactive maps.

Secondary School Priority Area Maps can be accessed at:
http://www.warwickshire.gov.uk/mapsecondaryschools

Secondary School Priority Area Descriptions can be accessed at:
http://www.warwickshire.gov.uk/wpcontent/uploads/2013/02/SecondarySchoolPriorityAreaDetails1.pdf

Priority within each oversubscription criterion

- Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).
- Distance will be calculated by using a straight-line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).
- Transport Assistance will not be approved on the sole basis that the school offered is the catchment school and will only be provided in accordance with Warwickshire County Council's Home-to-School Transport Policy. This may mean that the nearest appropriate school – for transport purposes – may be a school in a different priority area.

Sibling, i.e. brother or sister, attending the school at the time of admission

A sibling is defined as:

- a brother or sister
- a half brother or sister
- an adopted brother or sister
- a step-brother or sister
- The child of the parents' partner where the child for whom the school place is sought is living in the same family unit and at the same address as that sibling.

A sibling connection will not be accepted if the original place was obtained using fraudulent or false information.

Definition of Home Address

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional childminders, friends or relatives, are excluded.

Where a school place is offered on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term in relation to the coordinated admissions process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after National Offer Day, the Local Authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits

Postal Address File (PAF)

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

Applications made from the same multiple dwelling which shares a single Postal Address File (PAF), and Other applications where the distance from home to school is identical

Where required, individual priority for such applicants within a particular criterion will be determined by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

6.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that is not the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13 apply.

6.5 Fair Access Protocol

We participate in Warwickshire's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see Section 7).

6.6 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.7 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the students on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to Warwickshire Admissions.

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8. Appeals

Appeals are administered by Warwickshire Local Authority. If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must do this online at https://www.warwickshire.gov.uk/schoolappeals. Appeals will be heard by an independent panel.

9. Monitoring arrangements

This policy will be reviewed and approved by the Local Governing Body every year.
Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

10. Notification of offers

National Offer Day is in March 2026.

Warwickshire Admissions Service will communicate to all parents who are resident within the county, who have made an on-time application (i.e. by the deadline of 4pm 31st October), or the extended deadline for a house move), regarding the school place that has been offered. This applies to schools offered within

either Warwickshire or another local authority and will give the reason as to why schools that were named as higher preferences have not been offered, if applicable.

All applicants who made an on-time application online will receive notification of the school place offered, after 8.30am on 1st March. These offers will be available to view via the online parent portal system.

Offer letters will only be sent to applicants who completed an application over the telephone or via paper copy. Letters will be sent second class, with the intention of them being received by the recipient after 1st March.

When an applicant is not offered their first preference school, they will be provided with (or directed to) the following information. This may be via an electronic link to such documents, where the offer is sent by email:

a) Information about their right of appeal against any refusal of a place,
b) A breakdown of the offers made for each school,
c) Information about the waiting list process.