



**KINGSTONE ACADEMY TRUST
APPROVED POLICY DOCUMENT**

Admissions Policy	
Relevant School/s:	KHS and KTPS
Policy Officer:	Sally Spreckley
Approved By:	Governing Body
Date of Review:	27.2.18
Next Review:	Annually
Distribution:	Public, on website

Admissions Policy

Kingstone Academy Trust aims to provide a fair, transparent, equally-applied and auditable admissions policy for all pupils, whatever their time of joining the school, and to provide a method for appeals and complaints to be heard fairly, and in a timely manner.

1. Introduction and Context

Kingstone Academy Trust has set down this policy to establish the framework for admissions to Kingstone and Thruxton Primary School and Kingstone High School.

Please refer to the Herefordshire Council website to clarify which is your catchment area and the nearest schools for your address.

https://www.herefordshire.gov.uk/info/200144/schools_and_education/254/find_a_school

2. Definition

The Admissions Policy determines admission procedures to the Academy Trust. The Admissions Policy is in accordance with the Equality Act 2010.

3. Aims

3.1 Kingstone Academy Trust will admit pupils in the following order of priority:

- **Children with a Statement of Special Education Needs**

After places have been allocated to children with a **Statement of Special Educational Need that names Kingstone Academy Trust** (either KHS or KTPS), if there are more applicants than the number of places available the following over-subscription criteria will be applied. Each of the remaining criterion are applied in order of priority as tie breakers, with the criterion 6) being the final tie breaker.

1. **Children in Public Care** (Looked After Children) or previously looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. **Siblings of students currently attending the academy and who will continue to do so on the date of admissions.**

*The term “sibling” means a full, step, half, adopted or fostered brother or sister, but not cousins. The academy reserves the right to ask for proof of relationship.

3. Catchment Area

Children who are ordinarily resident in the catchment area of Kingstone Academy Trust. A child’s place on a waiting list will be updated in the light of any change of address.

4. Link Schools

Secondary Applications: Children attending our partner primary school, namely Kingstone and Thruxton Primary School, and who have, on the closing date for applications attended that school continuously for more than one calendar year.

5. Children of Staff

Where the member of staff has been employed for two years or more at the time at which the application for admission to the Academy is made and/ or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Proximity

Children who live nearest to Kingstone Academy Trust measured in a straight line from the mid- point of the pupil's place of permanent ordinary residence to the entrance nearest to the reception point of the relevant academy school. If two or more pupils live equidistant to the academy, the distance each pupil lives by road from the academy will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will be decided by Random Allocation.

*A child's permanent address is the place of normal residence during term time. Where parental responsibility is shared, the address of the parent/guardian who receives the Child Benefit Allowance for the child will be taken as the permanent address.

4. Actions and Responsibilities

4.1 The governing body will ensure that:

- The admission arrangements are reviewed annually.
- The admissions arrangements are published on the school website and made available to parents and potential parents;
- An admissions register is kept up to date;
- An appeal panel is in place to hear parents appeals against non-admission;
- The net capacity formula is reviewed annually and proposed variations communicated to the LA's Admissions Forum.

4.2 The Headteacher will ensure that:

- Pupils are admitted only in accordance with this policy;
- The school is represented on the LA admissions forum;
- Where places are available, pupils are admitted in accordance with the agreed priorities.

4.3 All staff are expected to follow this policy when advising prospective parents

5. Monitoring and Review

The number of pupils on roll and number and reason for unsuccessful appeals will be reported to the governing body each term with advice on any implications.

6. Notes to the Policy

Although the School Standards and Framework Act 1998 gives parents the right to express preferences for their child to be admitted to any school maintained from public funds, there are 4 reasons why one or more of their 3 preferences might have to be refused:

- I. the school(s) might be oversubscribed;
- II. the classes for infants (aged 4-7) in the primary school have reached the legal limit of 30 pupils;
- III. the child does not meet the requirements of the admissions policy or subsequently fails to do so;
- IV. information provided by the parents (including information about addresses) is found to be fraudulent or intentionally misleading (such information may also be grounds for withdrawal of any place that has been allocated, even after the child has started at the school).

Policy Established: February 2017

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