



Admissions Policy



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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 pupils who apply
- › Explain how to appeal against a decision not to offer your child a place

For further information around admission, please refer to [The Royal Borough of Kingston upon Thames Coordinated Admissions Schemes for Secondary, Primary and In Year Transfer](#).

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](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

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 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, or
- › Became subject to a special guardianship order

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 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.

How to apply

For applications in the normal admissions round, applications are completed online on the local authority website or on www.eadmissions.org.uk.

You can use this form to express your preference for up to six state-funded schools, in rank order.

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

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.



Allocation of places

Admission number

The school has an agreed admission number of 90 pupils for entry in Reception.

Oversubscription criteria

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.

- Places will be offered firstly to looked after children. The authority may request further information and/or documentary evidence for applications under this criterion in order to be satisfied that priority should be given to the child's application.
- Places will be offered next to siblings - children who have a brother or sister, including an adopted, foster, half- or step- brother or sister, living at the same address and attending Reception to Year 6 at the same school at the time of admission.
- Places will then be offered in cases of exceptional family, social, or medical need requiring attendance at the school applied for rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers.
- Places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- The remaining places will be offered to children who live nearest to the school, measured as a straight line in metres, to the nearest pedestrian school gate used by the relevant year-group as measured using the Council's geographical information system. Accessibility of private or public transport will not be considered.

Waiting Lists

Applicants who cannot be offered a place as a result of the above procedure will, on request, be included on the waiting list which will be held until the last day of the autumn term. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria.

In-year admissions

An in-year application is for the admission of a child at the normal point of entry submitted on or after the first day of the first school term of the admission year; or it is for the admission of a child to an age group other than the normal point of entry.

In-year admissions into all Kingston schools are coordinated by the local authority. Information on the coordination scheme is available on the [Kingston Council website](#).

Applications should be made no earlier than one term prior to hopeful entry, based on the modern six term year. Applicants may state up to four preferences.

Applicants will be required to provide evidence of their child's date of birth if they have not previously made an application via the local authority. If the application is due to a house move, the applicant will need to provide evidence they are residing at the new address, such as a completion of sale document or a rental agreement, and evidence that the previous address is no longer available for them to live in. Further documents may be requested.

Applications will be processed and, where vacancies exist, a place will be offered at the highest preferred school possible.



Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why your admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the Local Authority.

Monitoring arrangements

This policy will be reviewed and approved by the governing board.