





## BAY EDUCATION TRUST

DATE APPROVED	26 <sup>th</sup> June 2023		
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### Admission Arrangements for Kings Ash Academy 2024/25

This document should be read alongside

- Torbay Council's primary co-ordinated admission scheme for 2024-2025
- Torbay Council's co-ordinated in year admission scheme for 2024-2025
- Torbay Council's TIPS8 admission guidance and primary supplement, and
- the Torbay Council appeals process booklet TIPS2

which together make up the admission arrangements.

### Timing of Entry to Reception Class

Children are normally admitted to school during the academic year in which they reach 5 years of age. All children are entitled to a full-time place in the September following their fourth birthday.

If parents wish, their child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

These arrangements do not apply to those being admitted for nursery provision including nursery provision delivered within a school. Parents of children who are admitted for nursery provision need to make a separate application for a place at the school if they want their child to transfer to the reception class.

Attendance at the nursery or co-located children's centre does not guarantee a place at the school.

## Deferred Admission to Reception

Parents can request that the date their child is admitted to the school is deferred until later in the reception year. This allows parents to apply for a school place and to take up that place during the reception year without jeopardising the offer of a place.

Children born between	Normal Date of Admission	Deferred Admission
1 Sep -31 Dec	Autumn Term	Spring Term
1 Jan – 31 Aug	Autumn Term	Spring or Summer Term

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 school place can be deferred but not beyond the point at which a child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the application was made.

If a parent of a child born between 1 April and 31 August wishes to defer their child's school start until the beginning of year 1, they can do this but a school place will not be held open for them. They will need to apply for a place during the summer term through the In Year admissions process.

## Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (i.e., born between 1 April and 31 August) may choose not to send that child to school until the September following their 5<sup>th</sup> birthday. Parents of these children may apply for them to be admitted to reception rather than to year 1. This is referred to as delayed admission.

If a parent is applying for a reception place for a child outside their normal age group, as a delayed admission, they should apply for a place in the normal age group AND submit a request in writing to apply outside the normal age group at the same time. Where the request is received by the closing date, a response to the request for delayed admission will be given before the Primary Allocation Day. Parents will be asked to provide supporting information for their application, together with professional evidence if relevant.

The admission authority will take a number of factors into account, including

- the parent's views
- information about the child's academic, social and emotional development
- medical history and the views of medical professionals where appropriate
- whether the child has previously been educated out of their normal age group

The final decision lies with the admission authority who must agree that it would be in the best interests of the child. Clear reasons will be given for the decision.

Where it has been agreed that the child can be admitted to a different age group, the parent will need to apply in the main admission round for that age group and their application will be ranked alongside other applications against the school's admission criteria. The admission authority will not give lower priority on the basis that the child is not of the correct age.

If a child is due to start in a different year group, a similar process will be followed. Parents should make an in year application and provide supporting evidence as above.

## **Allocation of Places**

When there are enough places in a school, every applicant who wants one will be offered a place. When there are more applications than places available, the admission authority will prioritise all applications using the over-subscription criteria.

Children who have an Education, Health and Care Plan that names the academy will be admitted. This is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

## **Over-subscription Criteria**

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order including those who appear to the admission authority to have been in state care outside of England or ceased to be in state care outside of England as a result of being adopted.
2. Priority will next be given to children who are siblings of pupils on roll at this school.
3. Priority will next be given to children of members of staff who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.
4. Children who are attending Kings Ash Academy Nursery at the time of application where
  - a) The parent/carer has applied for the early years pupil premium or pupil premium at the time of application and
  - b) The child is eligible for early years pupil premium or pupil premium at the time of application
5. Priority will next be given to other children

Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available, (i.e., the shorter the distance the higher the priority). Measurements are taken by a straight-line distance using Torbay Council's electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council's system, to the co-ordinates of the school as pinpointed on the Council's system. The pinpoint will be within the building structure and its precise location will be determined by Torbay Council in accordance with the Geoplace Data Entry Conventions and Best Practice for Addresses. This is for admissions purposes only and is not used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tiebreaker (i.e., they live identical distances from the school), the allocation of a place will be by random selection using a random number generator and in the presence of a senior manager.

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the same school, including offering place(s) above the Published Admission Number (PAN).

## Definitions

*Looked after child:* 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) or the Children Act 1989) at the time the application for a school place is made. **N.B following the new School Admissions Code from September 2021 agreed by the Department of Education. This criteria now extends to children who appear to be in state care outside of England or ceased to be in state care outside of England.**

*Adopted child:* 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).

*Child Arrangements order:* defined in Section 8 of the Children Act 1989 as amended by s. 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

*Special guardianship order:* under the terms of section 14A of the Children Act 1989, an order appointing one or more individuals to be a child's special guardian (or special guardians).

Evidence required for previously looked after children will be:

- An adoption order under section 46 or the adoption and Children Act 2002 or
- A child arrangements order or
- A residence order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 or
- A special guardianship order appointing one or more individuals to be a child's special guardian(s) under section 14A of the Children Act 1989.

*Sibling:* children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. This does not include extended family e.g. cousins or friends sharing a house.

*Members of staff:* This will be any salaried person employed at this school when the application is made. Where the duties of a member of staff are undertaken at different schools in a federation of chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school. Where that cannot be identified, priority will be at the school where he or she expects to work for most of the time in the current academic year.

*At the time of application:* On the date an application is received by the admission authority or the closing date for a main round application, whichever is later.

*Home address:* address of the person with parental responsibility for the child and with whom the child lives for at least 80% of the school week (Sunday night to Thursday night). Where a child resides through shared custody, and where there is no legal evidence of an alternative arrangement, the address will be the one nominated by the parents as long as evidence can be provided that the child does live for part of the week at that address. The address must be of a person with parental responsibility, not another relative with whom a child might stay for convenience on some days of the week. The final decision on residence rests with the admission authority who will take into account any information submitted by the parents in support of their case. Parents will be encouraged to reach

agreement or seek a Specific Issues Order from a court. For children in public care the address will be the carer's address. If the academy is oversubscribed parents will be asked to provide evidence of address if this cannot be verified through council tax records. This may include correspondence received from HM Revenue and Customs, Child Benefit Division or Tax Credits Division. A utility bill may be accepted but NOT a bank statement or mobile phone statement.

Changes of address after the closing date in the main admissions round will be taken into account up to and including 18 March only if proof of the new address is provided. One of the following will normally need to be provided:

- A solicitor's letter confirming that contracts on a property being purchased have been exchanged
- A copy of the tenancy agreement if a property is to be rented, showing that residence is to commence on or before 18 March and that the property will still be rented in September
- A copy of the applicant's council tax bill showing the same name as the applicant name on the Common Application Form

Parents may also be asked to provide proof of address from correspondence received from HM Revenue and Customs, Child Benefit Division or Tax Credits Division. This correspondence must be dated before 18 March.

For in year applications, the same proof of address will be required and the new address will not be used for over-subscription ranking purposes until it has been received.

For children of UK service personnel and other Crown Servants returning from overseas, applicants must provide an official letter stating a relocation date. The address used will be the one where the child will live when they move to the area. Evidence of this intended address must be provided.

*Kings Ash Academy Nursery:* the nursery that is part of Kings Ash Academy and is run by Kings Ash Academy.

*Early Years Pupil Premium:* additional funding for early years settings to improve the education they provide for disadvantaged 3- and 4-year-olds.

*Pupil Premium:* additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils of all abilities and to close the gaps between them and their peers. Eligibility criteria are set by the government and criteria in place on the date of application or the closing date, whichever is later, will be used to determine priority for admissions.

## **Late Applications**

Applications received after the closing date for main round (entry to Reception) will be processed after the primary allocation day in April. The same oversubscription criteria will be applied and late applicants will be ranked in the same list as first round applicants who were unsuccessful. Any places available will be allocated strictly according to the oversubscription criteria and not according to time on the waiting list. Applications received in time for the second round will be treated equally with other applications received by the deadlines for this round. After the second round, each work day will be treated as a separate application period. Any child who cannot be offered a place at the academy will be added to the waiting list and if a place becomes available all children on the waiting list on the date the place becomes available will be ranked against the oversubscription criteria to determine the allocation of places.

## **Waiting Lists**

If the academy is oversubscribed a waiting list will be maintained for all year groups. Each added child will require the list to be ranked again in line with oversubscription criteria. Looked after children and previously looked after children, and those allocated a place at the school in accordance with Torbay's Fair Access Protocol, will take precedence over those on the waiting list. The waiting list will be kept until 31 December for main round applicants. After this, and for all in year moves, applicants will need to complete an in year application and to confirm before the start of each half-term in writing or by email their desire for their child's name to be kept on the waiting list.

## **Published Admission Numbers: Reception 2023/24**

The admission number is 60 per year group. However, the supply of places is kept under review and may change. The admission number will not be reduced without consultation.

## **Appeals**

Parents who have been refused a place at a school can appeal to an independent appeal panel. Information about the appeals procedure can be obtained from Caroline Medhurst, PA to Chair and CEO of Bay Education Trust via email: [caroline.medhurst@paigntonacademy.org](mailto:caroline.medhurst@paigntonacademy.org)

## **In Year Applications**

In year applications are those made for children to enter the academy after the start of the school year or for year groups other than reception. The academy takes part in Torbay's co-ordinated scheme for in-year admissions to school. The details will be published separately on the Council's web site. The same oversubscription criteria will be applied to all in year applications to the academy. Each day during term time will be treated as a separate application period. Where the academy is oversubscribed and a place becomes available all applications on the live waiting list on that day will be ranked according to the academy's oversubscription criteria.

## **Fair Access Protocol**

The LA and other Admission Authorities in Torbay have a Fair Access Protocol in place which governs the admission of children who have no school place and those with challenging behaviour. A copy of the Protocol can be seen on Torbay Council's web site [www.torbay.gov.uk](http://www.torbay.gov.uk)

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