



Admissions Policy

Version Control

Version	4.0
Approved	July 2019
Committee	Full Governing Body
Statutory Policy	Yes
Review Period	Annual
Review	July 2020
SLT Link	Jason Tudor

Links to other documents:

This policy should be read in conjunction with:

- Equality Information
- Accessibility Plan
- The School Prospectus
- Home School Agreement
- Post 16 Prospectus
- Admissions appeal procedure

Scope:

This policy applies to all applications to Kingsbury Green Academy from both within and outside of the designated area. It is in place to ensure that there is a clear process for all applicants and to ensure that they are aware of the application procedure including the procedure in case of oversubscription.

NUMBERS

Admission number for each new Year 7 and all other year groups is 235.

ADMISSIONS CRITERIA

Designated Area

- i Students will be admitted from the School's designated area at age 11 without reference to ability or aptitude where a mainstream school is an appropriate placement.
- ii We consider applications from students from the following Primary schools and their surrounding areas.

Cherhill	Derry Hill	Fynamore	Heddington
Hilmarton	Holy Trinity	Marden Vale	Priestley
St. Edmunds	St. Nicholas, Bromham	Lyneham	Rowde

- iii We will inform the Local Authority (LA) of students we have admitted.

Out of Designated Area

- i If there are spare places in the School after the designated area children whose parents expressed a preference have been admitted, then these places will be allocated to out of area children whose parents have chosen the School. (Please see p3).
- ii The School will liaise with the LA over the admission of students from out of the designated area.

In Year admissions

Applications for admission to a year group during the school year must be made via Wiltshire LA who will pass the application to the school. Admissions criteria will apply in the event of the year group having reached their PAN. The school will contact the applicant on receipt of their application from the LA

Post 16 Designated Area

The school will provide education for those Post 16 students wishing to embark on further study. Reference should be made to the Head of Sixth Form, Ruth Wood rwood@kingsburygreenacademy.com for individual course entry requirements.

Out of Designated Area

We welcome applications to Post 16 from students who are out of our designated area.

OVER SUBSCRIPTION

Designated Area

The priority for the admission of designated area children will be:

- i Children in Care (Looked After Children) a "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after 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).

- ii Vulnerable students – to include looked after children as defined in Section 22 of the Children Act 1989, students registered with the National Asylum Support Service and students with a physical impairment or medical condition (with supporting evidence from a doctor or the PASSIS team).
- iii Students with a birth or step sibling who reside at the same address on roll at time of admission.
- iv Distance. Proximity of the child's home to the school (as measured by the distance in a straight line from the main entrance of the school to the entrance of a child's home (this being the student's home address shared with Parent/Carer) with those living nearest accorded the highest priority will be used as a tie breaker. This information will be obtained, in the first instance, from the admission forms.

Out of Designated Area

The priority for the admission of out of designated area children will be:

- i children who will have an older sibling or step sibling who resides at the student's home address who will be attending the School at the time they are admitted;
- ii proximity of the child's home to the school. Distances supplied by the LA will be used and these will measure the straight line distance using the Ordnance Survey eastings and northings of the home and school address. Those with the least distance will be given priority. In the event of there being equal distances the priority will be decided by casting lots.

Post 16

In the event of over-subscription, priority will be given to students from Kingsbury Green Academy. If there are spare places for Post 16 after students from Kingsbury Green Academy have been admitted, places will be allocated to other children; priority being given to those living nearest to the School as measured by the shortest safe walking route. Application should be made directly to the School.

APPEALS PROCEDURE

If a place is refused to a student, parents have the right of appeal to an independent Appeal Panel within 14 days from the date of notification to parents that their application for a place at the school was unsuccessful. Letters of appeal should be sent to the Clerk to the Governors, via the School. (There is further information available from the School to help in this process).

LATE APPLICATIONS PROCEDURE

Late applications will be admitted if places are available and prioritised according to the Admissions criteria.

Oversubscription

In the event of over subscription, parents may add their child to a waiting list held by the School if they wish. Children on the waiting list are ranked in order by reference to admissions criteria shown above. The list will operate from the first allocation of places until the day the students are admitted to school. Parents have the right to apply and appeal each academic year.

EARLY ADMISSIONS

Students will be admitted from Year 5 only if there are:

- i substantial educational reasons supplied by the Primary School and with supporting evidence that, in the view of the Primary School and Kingsbury Green Academy, no social disadvantage will ensue;

ii sufficient spare places on a case by case basis.

IN-YEAR TRANSFERS

The guidance for parents is that if you live in Wiltshire, you should apply to Wiltshire LA and then the LA will pass on details to schools or other local authorities.

Students will be admitted where there is space in the year group, provided that there is not a sufficient number of challenging students already in the year group. Fair Access Protocols will apply to hard to place students and the school reserves the right to refer students to the fair access panel.

PROCEDURE AND TIMINGS FOR ADMISSIONS TO YEAR 7 – SEPTEMBER 2020

1. Open Evening (September 2019).
2. Distribution of Prospectus – mid September
3. Open Morning (September 2019)
4. Date for receipt of applications at County Hall 31st October 2019 noon. Application is encouraged via www.wiltshire.gov.uk
5. Parents/carers notified of place by letter dispatched from County Hall on 1st March 2020

The dates for application and notification are now set by the LA.

HOME SCHOOL AGREEMENT

Parents/carers will be invited to sign a Home School Agreement after admission.

RELATED DOCUMENTS

The School Prospectus
Home School Agreement
Post 16 Prospectus
Admission Appeals Procedure
Wiltshire Fair Access Policy

FOR FURTHER INFORMATION

Please contact Mr Jason Tudor
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