



KINGSBURY  
GREEN  
ACADEMY

## Admission Policy (2021-2022)

### **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

### **Legislation and statutory requirements**

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

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

Kingsbury Green is an Academy and the Admission Authority is the Royal Wootton Bassett Academy Trust, who are responsible for the Admission Policy and arrangements. 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.

### **The Normal Admissions Round:**

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.

Pupils are admitted to Kingsbury Green Academy at age 11 without reference to ability or aptitude. The published admission number of children aged 11 for the academic year commencing on 1<sup>st</sup> September 2021 is 235.

A child who has a Statement of Special Educational Needs or Education Health Care Plan (EHCP) will be admitted to the school named on the child's EHCP.

## **How to apply for a place in Year 7 – 2021/2022**

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).

Parents/carers can apply online to [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

The deadline for applications is 31<sup>st</sup> October 2020. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority.

### **Over-subscription criteria:**

In the event of oversubscription, Kingsbury Green Academy will prioritise applications in the following order. Applications will be prioritised within each criterion by distance, measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

1. Child in Public Care - Looked After Children/Previously Looked After Children: Kingsbury Green Academy gives high priority to any child in the care of a Local Authority or provided with accommodation by that authority as defined by Section 22 of the Children Act 1989.
2. Any child who has a sibling attending Kingsbury Green Academy at the time of application and will continue to be on roll at the time of admission.
3. A child of a staff member employed by the Royal Wootton Bassett Academy Trust (RWBAT) at the time at which the application to the school is made.
4. Children attending an RWBAT primary school at the time of application
5. Children attending Kingsbury Green Academy Feeder Primary schools at the time of application: Cherhill, Derry Hill, Fynamore, Heddington, Hilmarton, Holy Trinity, Marden Vale, Priestley, St Edmunds, St Nicholas, Bromham, Lyneham, Rowde.
6. Distance from Kingsbury Green Academy for all other children.

### **Decider**

In all cases where Kingsbury Green Academy is oversubscribed within any of the above categories, the straight line distance will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority. If the direct distance does not separate applicants, places will be offered by random allocation conducted by the Governing body. The random process will be repeated and any previous random order will be discarded. In the case of multiple births, the Governors of Kingsbury Green Academy may decide to admit all children.

### **Post 16**

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](mailto:rwood@kingsburygreenacademy.com) for individual course entry requirements.

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

## **Over-subscription Criteria**

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 on Google Maps. Application should be made directly to the School.

## **Definitions and Details**

### **Child in Public Care**

**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

### **Siblings**

A child who has a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the academy place is sought is living in the same family unit at the same address as the sibling who is attending Kingsbury Green Academy at the time of application and will continue to be on roll at the time of admission.

### **Children of RWBAT Employee**

a) Where the member of staff has been employed within the Trust for two or more years at the time at which the application for admission to the school is made, and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Employees must be on the permanent payroll of RWBAT. Employees must complete and submit an additional form within the application process.

### **Distance**

This distance is measured as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school. If the direct distance measurement does not separate applicants, places will be offered by random allocation. If there is a joint address, the one which 'Child Benefit' is sent to will be used as the home address of the child.

### **Waiting List**

If your child has been refused a place at Kingsbury Green Academy, he or she will automatically be placed on the school's waiting list. Names can only be removed from the list if a parent has requested that we do so, or if a place has been offered. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application. Please note that waiting lists are created according to the over-subscription

criteria and no preference is given to the amount of time spent on the list. Your child could move down the list as a result, as well as up. Kingsbury Green Academy, consistent with the Local Authority, will keep a waiting list for each year group for one academic year.

### **Late Applications**

The closing date for all applications is 31<sup>st</sup> October 2020. Any application received after the closing date for the normal round of admissions will be treated as late and will be considered after all on-time applications have been considered.

### **Offers to parents / carers**

The child's home Local Authority will then inform the parent / carer whether or not a place has been offered on 1<sup>st</sup> March 2021 known as the National Offer Day. Parents/carers will be advised via a letter, or an email depending on their method of application.

### **Applications after the Normal Admission Round**

Any application for a place in-year at Kingsbury Green Academy should be made in the first instance to Wiltshire Council.

The Local Authority then forwards this application to Kingsbury Green Academy for the Governors to consider against their oversubscription criteria. The Governors consider this within 10 school days and informs the Local Authority of the decision. The Local Authority informs the parent/carers of the decision via a decision letter.

The Published Admission number (PAN) for Kingsbury Green Academy is 235.

Where a place is available within the relevant year group a place will be allocated. If there is, at any one time, more applications than available places available in any one year group, the over-subscription criteria (as set out earlier) will apply.

### **Decider**

In all cases where the school is oversubscribed, the oversubscription criteria will be applied and used to prioritise applications. If the direct distance does not separate applicants, places will be offered by random allocation. The random process will be repeated and any previous random order will be discarded. In the case of multiple births, the Governors of Kingsbury Green Academy may decide to admit all children.

### **Appeals**

Parents/carers have a right to appeal to an independent appeal panel against any decision made regarding the admission of their child. Information about the appeal procedure will be provided where a place at Kingsbury Green Academy has been refused. Applicants should contact the school about this.

The case will be heard by an Independent Appeal Panel at a meeting to which you will be invited. The panel's decision is legally binding to all parties, and can only be challenged by the Local Government Ombudsman if there has been maladministration, or by Judicial Review. The Local Government Ombudsman can be asked to investigate the appeal if there has been maladministration and an application can be made for a Judicial Review.

The deadline dates for lodging appeals for the main round entry is:

### First round appeals

For applications received from 1<sup>st</sup> September 2020 – 31<sup>st</sup> October 2020 and for offers made on National Offer Date appeals must be received by the Local Authority no later than 30<sup>th</sup> March 2021.

### Second round appeals

For applications received from 1<sup>st</sup> November 2020 – 9<sup>th</sup> March 2021 and for offers made on 30<sup>th</sup> April 2021 appeals will be heard as soon as possible.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

The Local Government Ombudsman can be contacted at PO Box 4771, Coventry, Warwickshire, CV4 0EH or by E-mail at [advice@lgo.org.uk](mailto:advice@lgo.org.uk)

Unless there are significant and material changes in circumstances, only one appeal application may be made for each academic year.

### **Admission to a Cohort 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
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Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. A LA form, available on the website, must be completed which will then be sent to the school for consideration.

They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed above. 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.

The school is not able to guarantee a school place for any child even if a delayed entry has been agreed.

### **In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round via Wiltshire Council's Admissions Scheme. As is the case in the normal admissions round, all

children whose EHCP 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 pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

**Note:**

Pupils continue to be of compulsory school age until the last Friday of June in the school year that they reach 16; Year 11 pupils remain on roll at Kingsbury Green Academy and are therefore still pupils of the academy until 31<sup>st</sup> August in the year they are 16 years of age.