Ascend Learning Trust

Admissions Policy

For admissions in academic year 2026-27

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Version Control

Version	Details	Author	Date
1.0	Policy formation	Jeremy Masson	14th November 2024
1.1	Update to wording on Page 4 (hierarchy), Page 7 (late admissions) and addition of catchment map following statutory consultation	Jeremy Masson	10th February 2025
1.2	Update to Appendix A Catchment Area maps	Joanne Greener	16th November 2026

Related Policies

Policy Statement

This policy sets out the admissions policy of Ascend Learning Trust (hereafter referred to as the Trust). However, sections 6 and 7 set the oversubscription criteria, and approach to in-year admissions, specific to Kingsbury Green Academy.

This policy aims to:

- Explain how to apply for a place at a school in the Trust
- Set out the 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 statutory guidance from the Department for Education (DfE):

- School Admissions Code 2021 (School admissions code - GOV.UK)
- School Admission Appeals Code (School admission appeals code - GOV.UK)

We are required by our funding agreement to comply with these codes, and with the law relating to admissions set out in the School Standards and Framework Act 1998. (School Standards and Framework Act 1998)

This policy complies with our funding agreement and articles of association.

Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children's Act 1989, 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 (defined in section 8 of the Children Act 1989, as amended by section 12 of Children and Families Act 2014) or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

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 is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

The normal admission round: How to Apply

For applications in the normal admission round, you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

The trust operates schools across two defined areas: Wiltshire and Swindon Borough Council. More information on the admissions process within each local authority is available here:

Swindon Borough Council:
School places and admissions | Swindon Borough Council

Wilshire Council:
Applying for a school place - Wiltshire Council

Broader information on the school's admission process is published by the Government and can be found here:
School admissions: Choosing schools - GOV.UK (www.gov.uk)

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

Please note, pupils already attending one of our nurseries will not transfer automatically into reception in the attached school (or any of our other schools). A separate application must be made for a place in reception.

Requests for admission 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 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 practitioner
- 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 Headteachers' views

Where possible, requests for admission outside a child's normal age group will be processed as part of the normal admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed below. 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.

To request admission outside a child's normal age group, this should be indicated via the home local authority at the time of application using the relevant paperwork supplied. Where this process is not available from your home local authority (as it relates to an in-year admissions) please contact the Head of Governance and Compliance at Ascend Learning Trust, who will provide additional information on the process, required paperwork and timescale for dealing with such applications.

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 but it is not their preferred age group.

Allocation of places

Published Admission Number (PAN)

Kingsbury Green Academy's published admissions number (PAN) for entry into Year 7 is 210.

Over-Subscription Criteria

All children whose education, health and care (EHC) plan names Kingsbury Green Academy will be admitted to the school before any other places are allocated.

If Kingsbury Green Academy is not oversubscribed, all applicants will be offered a place.

In the event that Kingsbury Green Academy receives more applications than the number of places available, places will be given to those children who meet any criteria set out below, in order, until all places are filled. The over-subscription criteria listed below are a hierarchy of priorities.

1. Child in Public Care – Child Looked After/Previously Child Looked After: 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 Ascend Learning Trust (ALT) at the time at which the application to the school is made.
4. Children attending an Ascend Learning Trust 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.

Tie Break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, we will use the distance between the school and a child's home as a tie breaker to decide between applicants. This is called a distance tie-breaker. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line (as the crow flies) from the child's home address determined by Ordanace Survey Data to the school's front gates on [White Horse Way. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications in the normal admission round, if there is no agreement, the local authority will decide which address will be used.

Where applicants share the same address, for example live in the same block of flats or a shared house, priority will be given to those closest to the ground floor and then by ascending individual property number (such as flat number).

Where the distance between 2 or more children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified and will involve drawing random sealed envelopes with the name of one child per envelope.

Waiting List

Our school will maintain a clear, fair and objective waiting list for children entering Year 7 until 31 August of each school year of admission. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined above. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see below) must take precedence over those on the waiting list.

Fair Access Protocol

We participate in our local authorities' Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to any school for their child. Any application will be processed in accordance with the usual in-year admission procedures.

Challenging Behaviour

We will not refuse to admit a child on behavioural grounds in the normal admission round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, ie. Where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, providing a place is available and the application is accompanied by an official letter that declares a relocation date. This may include a posting note or letter of support from the commanding officer; details should include the relocation date and the unit postal address. Until a fixed address is available the unit postal address will be used, and a school place allocated accordingly.

Where possible, an application must be included in the normal admission round. [Name of school] will not refuse a child of UK service personnel or a crown servant a place because the family does not currently live in the area, nor will it reserve blocks of places for these children.

We will use the address at which the child will be living when applying our oversubscription criteria, provided this is notified to the school. Until a permanent address is provided, the unit or quartering address will be used as in the case of applying oversubscription criteria.

Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within 28 days, or it was established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond within timeframe specified above.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

Late Applications

The closing date for admissions is advertised on website of your home local authority. Applications 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.

Receiving an offer

The child's home local authority will inform the parent(s) whether or not a place has been offered on the relevant 'National Offer Day.'

In-Year Admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admission round, all children whose EHC plans name our school, will be admitted to the school.

Likewise, if there are spaces available at the school in the year group you are applying for, your child will be offered a place. As listed above, admission may be declined in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 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.

Applications for in-year admissions are made via Wiltshire Council's Admissions Scheme (Apply for a school place - Wiltshire Council) Parents will be notified of the outcome of their in-year application in writing within 15 school days.

Appeals

If your child's application for a place at one of the schools in our trust is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

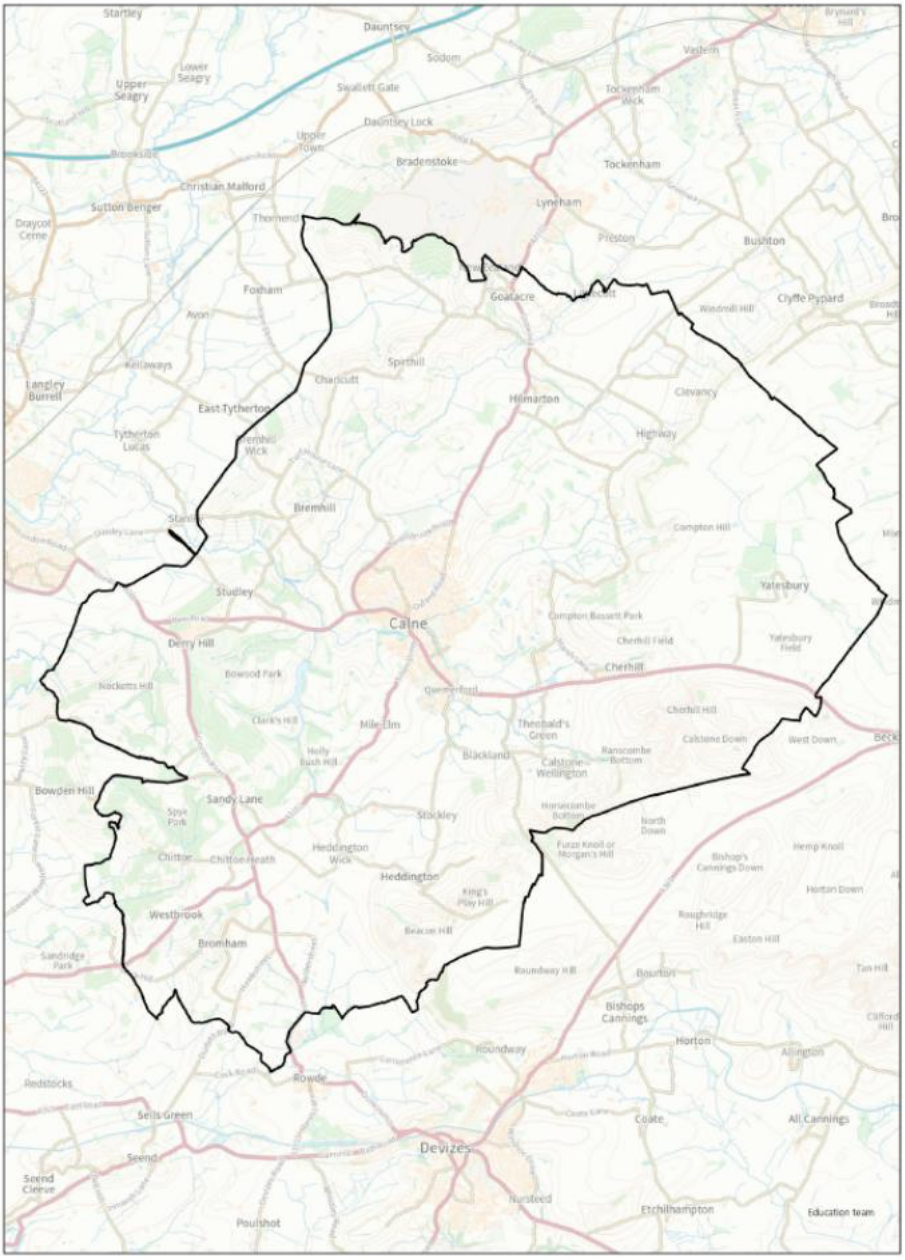
Parent(s) have a right to appeal to an independent appeal panel against any decision made regarding the admission of their child. The case will be heard by an independent appeal panel at a meeting to which you will be invited. The panel's decision is legally binding to all parties, and can only be challenged 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. Unless there are significant and material changes in circumstances, only one appeal application may be made for each academic year

You can find details of the trust's appeals timetable on the following webpage:

Admission Arrangements - Ascend Learning Trust

Appeals for late applications will be included if possible but will be heard within 40 days of the appeal being lodged in accordance with the School Admissions Appeals Code.

Appendix A: School Catchment Area



ASCEND LEARNING TRUST | Kingsbury Green Academy | Wiltshire Council

Please note that the map above denotes the defined catchment area for Kingsbury Green Academy. Please be aware that students who are applying to Wiltshire Council for transport support will be judged on the relevant criteria set by Wiltshire Council. For transport purposes, individual addresses have schools designated to them. For more details please contact Wiltshire Council.