



**KING'S PARK  
ACADEMY**

High Expectations Lead to High Achievers

# **KING'S PARK ACADEMY**

## **ADMISSIONS POLICY 2017 - 2018**

**Adopted by Academy Advisory Committee: June 2016**

**To be reviewed: February 2017**

**HIGH EXPECTATIONS LEAD TO HIGH ACHIEVERS  
PART OF THE AMBITIONS ACADEMIES TRUST**

## **INTRODUCTION**

The name of the school is King's Park Academy (***The School***). *The School* is an Academy.

The Academy Advisory Committee (***AAC***) is the admissions authority.

The Academy provides education for children living in area of King's Park, Boscombe and surrounding areas. (***The area served by The School***).

This policy has been made in accordance with The Equality Act 2010 and the Public Sector Equality Duty, The Human Rights Act 1998, School Standards Framework Act 1998.

This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the responsibility of *the AAC*.

The information given below is correct for the school year shown above, but it could be altered for future years. *Parents* should check with *The School* that no changes have occurred. All applications are made by *Parents* for their child / children.

## **THE ADMISSIONS TIMETABLE**

The ***Local Authority*** operates a timetabled co-ordinated admissions procedure for all Schools in line with Government legislation.

The *Local Authority* will manage the process on behalf of *The School* according to the scheme which they will publish in their Admissions Booklet for that year but it is still *the AAC*, as the Admission Authority for this school who will offer the available places in line with this policy.

The closing date for admission application forms to be received by the *Local Authority* will be as published in the *Local Authority's* Admissions Booklet for that year. Also contained in that booklet will be information on how to complete their application form on-line, dates for notification to parents of admissions decision and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the *Local Authority* or *The School*.

## **FURTHER INFORMATION**

If you require further information about applying for a place at King's Park Academy, please contact *The School*.

King's Park Academy  
Ashley Road  
Bournemouth  
BH1 4NB

tel: 01202 395138  
email: [kpa@kingspark-academy.co.uk](mailto:kpa@kingspark-academy.co.uk)

## **ADMISSIONS**

When the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

## **OVERSUBSCRIPTION CRITERIA**

1. 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 is 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) of the Children Act 1989)
2. Children *Living Inside **The Area Served by The School*** who at the time of application have a sibling on the roll of **The School**.
3. Children *Living Inside **The Area Served by The School***.
4. Children *Living Outside **The Area Served by The School*** who at the time of application have a sibling on the roll of **The School**.
5. Children *Living Outside **The Area Served by The School***.

## **IN ALL CASES ABOVE**

Where there are not enough places for applicants within a criterion listed above, distance measurement will be used with those living closer to the school receiving higher priority.

Distance will be measured in a straight line by the *Local Authority's* computerised measuring system from the designated point of the child's home address to the designated point of the school (as designated by the Local Authority measuring system). If distances are equal (for example within a block of flats), lots will be drawn by a person independent of *the AAC* to determine the allocation.

## **NOTES AND DEFINITIONS**

### **CHILDREN WITH STATEMENTS/EHCPs - NAMING THE SCHOOL**

*The School* will admit children with statements of Special Educational Needs (SEN) /EHCP (Education Health and Care Plan) in which *The School* is named. Where places, required by pupils with statements that name *The School*, are known before the governors admissions committee meets to allocate places, these places will count towards the PAN for *The School*.

## **APPLICATIONS TO CLASSES**

The published admission number is 90 into Reception

## **IN YEAR APPLICATIONS**

The allocation of any places which may become available during the year will be made on the basis of the current Oversubscription Criteria. There are no deadline dates for in year applications.

## **ENTRY INTO THE RECEPTION YEAR**

Applicants seeking admission of their child to the Reception class whose child will reach the age of 4 on or before 31st August 2017 and whose child is born between 1 September 2012 and 31 August 2013 may choose for their child to start school in September 2017.

Parents can request that the date their child is admitted to the school Reception Class is deferred until later in the school year or until the child reaches compulsory school age in that school year, without affecting the offer of the school place. Application to defer entry should be made direct to the school after the offer of a place has been made and accepted by the parent.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age. Application for their child to go part-time must be made direct to the school after the offer of a place has been made and accepted by the parent.

At schools that have Nursery classes or have links with a nearby Nursery, transfer to the Reception year is not an automatic process. Applications for a place in the Reception year from parents with children already attending a Nursery class will be considered at the same time as applications from parents whose children are not attending the school's nursery. All applications will be considered in accordance with the priorities set out in the admission policy. Children currently attending the Nursery class do not receive priority.

## **WARNING**

Places are withdrawn every year because parents give a false 'home address' on application forms. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there.

In fairness to all parents, all allegations of fraudulent practice brought to *the AAC* attention will be investigated. *The AAC* reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

## **DEADLINES**

Make sure your *Local Authority* Application Form is returned on time and sent to the right place. Details of dates are in the *Local Authority* Admissions Booklet.

## **APPLICATION FORMS**

For this school you must complete the *Local Authority* Application form. The *Local Authority* Form may be completed on-line. Please refer to the *Local Authority's* information on admissions.

## **ADMISSION APPEALS**

If you are unsuccessful in gaining a place for your child at *The School* you will be informed by *The Local Authority* in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

## **DEFINITIONS**

### **1 'Parents'**

A parent is any person who has parental responsibility for or is the legal guardian of the child. as set out in the Children Act 1989.

### **2 'Home Address' / 'Living in the area'**

The 'home address' 'living in the area' means the address where the child usually lives.

Where parents have shared residence of a child and the child lives for part of the week with each parent *the AAC* will take the home address to be the address at which:

- The child lives most of a school week.

Where there is equal shared access of the Child, the 'home address' will be deemed to be the property to which Child Benefit payments are being made for the Child.

### **Moving Home and UK service personnel and Crown servants**

Places cannot be offered on the basis of a possible future move. Places can only be offered on the basis of future moves on the basis of:

- i. a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- ii. a tenancy agreement confirming the renting of a specific property relevant to the application;

- iii. a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- iv. in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date to the relevant parish or priority area of *The School* (or to establish distance from *The School*).

### **3 'Siblings'**

'Sibling' refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or sister, or the child of the parent/carer's partner and in every case the child must be living permanently in the same family unit at the same address.

### **4 'Waiting List'**

When all available places have been allocated, *The School* will adopt the Local Authority waiting list. Parents should confirm with the school that their child's name is included on the list or if they want their child's name removed from the waiting list.

Any places that become available will be allocated by *the AAC* according to the criteria of the admissions policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Looked after and previously looked after children and those allocated a place within the Fair Access Protocol will take precedence over other children on the waiting list.

The waiting list will be reviewed and revised

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances will affect their priority;
- at the end of each half term, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following term.

### **5 'Right of Appeal'**

Parents whose children are unsuccessful in gaining a place to *The School* have a right of appeal to an independent appeals panel. Parents will be notified in the refusal letter from the *Local Authority* of how an appeal can be lodged.

### **6 'In-Year Fair Access placements by the Local Authority'**

The *Local Authority* must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the *Local Authority*, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN

## **King's Park Academy Policy for delayed admission to the Reception Year Group**

### **The Policy will apply to requests for summer born children to delay admission to Reception at community and voluntary controlled schools**

#### **Introduction**

This policy document sets out the process and criteria for considering requests for King's Park Academy. This policy applies to all pupils with the exception of those holding or undergoing assessment for a statement of special educational needs/Education Health & Care Plan whose parent(s)/carer(s) should contact the Special Educational Needs Team for advice.

It is Academy policy that pupils should normally be placed with their own age group, and be educated for the majority of the time with their age peer group. Parents do however from time to time seek to delay admission for up to a year after they could start school. In these cases differentiation of the curriculum and/or additional support within their age group should usually address the particular issue.

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. Parents can request that their child attends part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year or, in the case of summer born children (i.e. those born between 1 April and 31 August), that their child is admitted to Reception one year later than their chronological age would normally determine.

**The School Admissions Code requires that an admission panel consider such requests and takes account of the circumstances of each case. Application must be made to and considered by the Advisory Committee of King's Park Academy and not the Local Authority.**

**Process for consideration of parental requests for Summer Born Babies to be admitted to Reception a year later than their chronological age group admission.**

1. On receipt of such a request, by telephone or in writing, the Academy will inform the parent(s) that their request is 'out of year' and advise them to discuss this with the head teacher(s) of all the schools (up to a maximum of 3 schools) they are interested in applying to in the first instance.
2. The Academy will also contact the head teacher of all the schools named and advise/remind them of the procedure for dealing with out of year group admission requests.
3. If, after discussion with the head teacher, the parents still wish to pursue an 'out of year' admission, they will be asked to complete and submit an additional application form together with supporting evidence.
4. The application form will ask parents to confirm they understand the policy and that they will need to apply for a school place again the following year by the closing date of 15 January for the school(s) they prefer. Information on the form will confirm that their application for a school place in their chronological age year group will not proceed to an offer of a school place should their application for delayed admission be approved.

**At no time will they be able to hold school offers for their child in two year groups.**

5. If the request for delayed admission is submitted after an offer of a school place in the child's chronological age group has been made, if it is subsequently approved that the child can delay admission the original offer will be withdrawn and offered to the next child on the waiting list.
6. The form will also ask for basic information about the child and the following information must be provided:
  - **The nature of the request**
  - **Clear reasons for the request**
  - **Information from the child's current nursery or pre-school if applicable**
  - **Assessments provided by the Pre-School Provider or Health Visitor from issues raised at the 2 year old check**
7. In addition they will be asked to provide specific information/documentation which may include:
  - Early Years reports and assessments where this is available

- Existing professional reports and assessments e.g. educational psychology reports from LA where this is available

- Health information

8. Parents will be informed of the date that the Panel will meet within 15 school days of receipt of their written request (Application form and supporting evidence).

9. Parents will be informed of the decision of the panel in writing within 5 working days of the meeting.

### **The decision making process**

Where requests for out of year admissions are made a panel will be convened to consider the request.

This panel will consist of:

- A senior officer from Admissions (Chair)
- The Principal Educational Psychologist (PEP) (or her representative)
- The Head Teacher(s) of the preferred school(s)
- An Early Years Advisor (where appropriate)

A member of the Admin support team will minute the meeting and inform the parent of the outcome.

On occasion there may be insufficient evidence for the panel to reach a decision. In this instance the panel may request additional information or a meeting with the parent(s) which may include the child.

### **Criteria for agreement to out of year admissions**

The following list is not final and binding and is an example of the type of information that will be considered by the panel. Meeting one or more of the criteria below is not in itself confirmation of agreement to the request to delay entry. The panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision and this will include the following:

- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature child.

### **Right of appeal following the decision**

There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. However, parents can make a complaint through the King's Park Academy complaints procedure.

If a parent is unhappy with the way the panel and Academy has handled their complaint, the parent may then refer their complaint to the Local Government Ombudsman.