

Academies Enterprise Trust (AET) is the Admission Authority for the Academy.

Kingswood Academy has a Published Admission Number (PAN) of 300 for entry into Year 7. The Academy will accordingly admit 300 pupils to Year 7 if sufficient applications are received. All applicants will be admitted if 300 or fewer apply.

If there are more than 300 applications, and the Academy is oversubscribed, then after applicants with an Education, Health and Care (EHC) plan which names the Academy have been admitted, priority for any remaining places will be given to those children who meet the oversubscription criteria set out below.

### Oversubscription Criteria

1. Looked after children and previously looked after children (please see definitions below).
2. Children with exceptional medical and social needs.
3. Children of staff at the Academy where the member of staff has been:
  - employed for two or more years at the time of application; or
  - recruited to fill a vacancy for which there is a demonstrable skill shortage.
4. Children resident in the catchment area of the Academy.
5. Children with a sibling (brother or sister) who will still be on roll at the Academy at the time of admission.
6. Distance - children living nearest the Academy.

Tie breaker: Where two or more applicants have equal priority for the last available place (except for twins and children from multiple births) the final tie-breaker will be random allocation, which will be independently verified.

### Twins and Multiple Births

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place has been allocated to one twin or child from a multiple birth, the other twin or children from the multiple birth will be offered a place at the Academy. In such circumstances the PAN would be exceeded.

### Waiting list

If the Academy receives more applications than there are places available, a waiting list will be maintained by the Academy until 31 December of the admission year. Places from the waiting list will be offered in the order set out in the oversubscription criteria and not in the order that the applications were received. After each added child, the list will be ranked again in line with the published oversubscription criteria.

The Academy works in accordance with the **Fair Access Protocol** held by the Local Authority (Hull City Council); should a vulnerable child within the protocol require a place at the Academy, they will take precedence over any child on the waiting list.

## Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. You are encouraged to ensure that your application is received on time.

## In-Year Admissions

In-year admissions are applications made outside the normal round of admissions. The Academy will coordinate its own in-year admissions and an application made outside the normal admissions round (in-year admission) should be made directly to the Academy at [admissions@thekingswoodacademy.org](mailto:admissions@thekingswoodacademy.org). The Academy will notify the Local Authority of the outcome of all applications, to allow the Local Authority to keep up to date on the availability of schools places within the authority. (Please note: PAN for Year 7 prior to 21-22 was 180).

## Admission outside the normal age group

Parents may seek a place for their child outside of their normal (chronological) age group, for example, if the child is exceptionally gifted and talented or has experienced problems such as ill health.

Parents do not have the right to insist that their child is admitted to a particular year group. The Academy will admit children outside their normal age group only in exceptional circumstances. If parents wish their child to be admitted outside their normal age group they must still make their application alongside children applying at the normal age and must make their request for admission outside the normal age group clear on their Application Form to the Local Authority for a school place. At the same time, parents should also write to the Headteacher at [admissions@thekingswoodacademy.org](mailto:admissions@thekingswoodacademy.org) if they wish to *request* admission out of the normal age group, explaining why it is in the child's best interests and include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. The decision made by AET will be based on the individual circumstances of each case and in the best interests of the child concerned. In making the decision, AET will consider the views of the Headteacher.

## Appeals

Parents have a right to appeal the decision of AET, the admission authority, to refuse their child a place at the Academy. AET delegates the administration of appeals to the Academy. Parents who wish to exercise their right of appeal should complete a Notice of Appeal Form which may be obtained from the Academy at [admissions@thekingswoodacademy.org](mailto:admissions@thekingswoodacademy.org). Parents have at least 20 school days from the date of their refusal letter to submit their written appeal and should explain clearly the reason(s) for their appeal. Appeals will be heard by an independent panel and will normally be held within 40 school days of the closing date for receiving the notice of appeal.

## Some Definitions

### Looked after children

The highest priority in the oversubscription criteria must be given to looked after children and previously looked after children. 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) at the time of making an application to a school.

A **previously looked after child** is a child who was looked after, but ceased to be so because they were **adopted** or became subject to a **child arrangement order** (formerly known as a residence order) or a **special guardianship order** immediately following having been looked after, including those who appear to the Academy to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) and ceased to be in state care as a result of being adopted. The admission authority may request a copy of the adoption order, child arrangement order or special guardianship order and a letter from the local authority/care provider that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

An **adoption order** is an order under Section 46 of the Adoption and Children Act 2002. A **child arrangement order** settles the arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 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 arrangement order. Section 14A of the Children Act 1989 defines a **special guardianship order** as an order which appoints one or more individuals to be a child's special guardian(s).

### **Exceptional Medical or Social Needs**

For an applicant to be considered under the exceptional medical or social needs criterion the parent must indicate strong reasons for the child needing to attend this particular Academy. Applications may be considered under this category if they are supported by a written statement from an independent professional person such as a doctor, health visitor, social worker, or Education Welfare Officer who knows about the child and supports their application to the Academy

The information provided must show clearly why Kingswood Academy is the only school that can meet the needs of the child and any difficulties if alternative schools were offered. The information must confirm the exceptional medical or social need and demonstrate how this particular academy is the only school that can meet the defined needs of the child. Evidence relating to the social or medical circumstances of the parent or other family member may be considered, but only if this impacts on the child and their need to attend this specific Academy. Please ensure that you submit all relevant information, including professional evidence, directly to the Academy at the address above by the published closing date for secondary school applications.

### **Children of staff**

In the context of oversubscription criterion 3, children of staff refers to children with a parent employed by the Academy, and includes teachers, non-teaching staff, full time and part time employees.

### **Resident**

The normal family home is taken as the address where the child is resident and at which the person or persons with parental responsibility for the child resides. Where parents live at

separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (e.g. Sunday night to Thursday night inclusive). Where responsibility for a child is shared evenly, the academy will follow the process used by the Local Authority (see [Hull- School Admissions](#)). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a Child Arrangement Order in place.

For children of UK service personnel and crown servants, the Academy will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area. The Academy will use the address at which the child will live when applying oversubscription criteria, as long as some evidence of their intended address is provided. The Academy will use a Unit or quartering address as the home address where requested.

### **Sibling (brother or sister)**

**Sibling** is a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent/carer's partner living in the same family unit in the same family household and address who attends the Academy. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

### **Distance**

The distance measure between the applicant's home and the Academy is provided by the Local Authority. Distance is calculated on the basis of a straight-line measurement between the Ordnance Survey coordinates of the applicant's home address and the Ordnance Survey coordinates of the centre of the Academy site. The Local Authority uses a computerised system which measures the distance in metres.

**These arrangements were determined on 9 February 2024.**