



**KINGSTONE ACADEMY TRUST
APPROVED POLICY DOCUMENT**

Admissions Policy 2025-2026

Relevant School/s:	KHS and KTPS
Policy Officer:	E Vigus
Approved By:	Board of Trustees
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Admissions Policy

Kingstone Academy Trust aims to provide a fair, transparent, equally-applied and auditable admissions policy for all pupils, whatever their time of joining the school, and to provide a method for appeals and complaints to be heard fairly, and in a timely manner.

1. Introduction and Context

Kingstone Academy Trust has set down this policy to establish the framework for admissions to Kingstone and Thruxton Primary School and Kingstone High School. Kingstone Academy Trust is its own admissions authority

This policy aims to:

- Explain how to apply for a place at the Academy
- Set out the Academy's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Please refer to the Herefordshire Council website to clarify which is your catchment area and the nearest schools for your address.

https://www.herefordshire.gov.uk/info/200144/schools_and_education/254/find_a_school

2. Legislation and Statutory Requirements

The Admissions Policy determines admission procedures to the Academy Trust. The Admissions Policy is in accordance with the Equality Act 2010.

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

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

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.

3. Definitions

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.

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

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

4. How to Apply

For applications in the normal admissions round.

All applications should be processed via the online portal on the Herefordshire Council website (https://www.herefordshire.gov.uk/info/200144/schools_and_education). You should express your preference for a minimum of 3 state-funded schools, in rank order.

For admissions to Reception and Year 7 application must be made through Herefordshire Council by the closing date (15th January for primary and 31st October for secondary) in the academic year prior to which your child is due to start school. All applications received by this date will be considered and parents will be informed by Herefordshire Council on National Offer Day (16th April for primary and 1st March for secondary, or next working day) if they have been allocated a place for their child.

5. Aims

5.1 Admission Number

The school has an agreed admission number of 90 pupils for entry in Year 7, although this may be exceeded, and 30 in reception year.

5.2 Over subscription Criteria

Kingstone Academy Trust will admit pupils in the following order of priority:

- **Children with a Statement of Special Education Needs or Education, Health and Care (EHC) plan**

After places have been allocated to children with a **Statement of Special Educational Need or Education, Health and Care (EHC) plan that names Kingstone Academy Trust** (either KHS or KTPS), if there are more applicants than the number of places available the following over-subscription criteria will be applied. Each of the remaining criterion are applied in order of priority as tie breakers, with the criterion 7) being the final tie breaker.

1. **Children in Public Care** (Children Looked After) or previously looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. **Siblings of students currently attending the academy and who will continue to do so on the date of admissions.**

*The term "sibling" means a full, step, half, adopted or fostered brother or sister, but not cousins. The academy reserves the right to ask for proof of relationship.

3. Link Schools

Secondary Applications: Children attending our partner primary school, namely Kingstone and Thruxton Primary School, and who have, on the closing date for applications attended that school continuously for more than one calendar year.

4. Catchment Area

Children who are ordinarily resident in the catchment area of Kingstone Academy Trust. A child's place on a waiting list will be updated in the light of any change of address.

5. Children of Staff

Where the member of staff has been employed for two years or more at the time at which the application for admission to the Academy is made and/ or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Proximity (i)

Children for whom Kingstone is their closest school regardless of catchment (measured in the same manner as criteria 7)

7. Proximity (ii)

Children who live nearest to Kingstone Academy Trust. The distance between each residential address, its nearest five primary schools and/or its nearest five secondary schools is calculated using routing software called Routefinder Pro. The transport network data used in the calculations is Ordnance Survey MasterMap Highways Network (Roads, Routing and Asset Management Information) and Ordnance Survey MasterMap Highways Network (Paths). This data is standard for public sector organisations to use for this purpose. If two or more pupils live equidistant to the academy, the distance each pupil lives from the academy will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will be decided by Random Allocation.

*A child's permanent address is the place of normal residence during term time. Where parental responsibility is shared, the address of the parent/guardian who receives the Child Benefit Allowance for the child will be taken as the permanent address.

6. 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 admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Mid-term applications will be dealt with using the same admissions criteria given above. To apply for a place other than the start of Reception/Year 7, parents should contact the school to arrange for an appointment to visit the school.

If the child currently attends a Herefordshire school an application should be made directly to the school on a Herefordshire Council In year Transfer Application Form available from school or from the Herefordshire Council website. If there is a space in the relevant year group a place will be granted. If the application is for a place in an over-subscribed year group then the Headteacher will meet with a trustee to apply the oversubscription criteria and to consider whether additional places can be offered above the published admission number.

Applications from children out of county are to be made directly on the Kingstone Academy Trust. Application Form.

If a place cannot be offered, parents will receive a letter and information on how to appeal against the decision from Kingstone Academy Trust (See 7. Appeals)

6.1 Waiting lists

Kingstone Academy Trust will maintain a clear, fair and objective waiting list until at least 31 December of each school year of admission.

- Each added child will require the list to be ranked again in line with the published oversubscription criteria.
- Priority must not be given to children based on the date their application was received or their name was added to the list.
- Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

7. Appeals

Should any applicant be refused a place at a Kingstone Academy Trust school the applicant has a right of appeal to an independent appeal panel in accordance with the School Admission Appeals Code. The Academy Trust will ensure that the independent appeal panel is trained to act in accordance with all relevant provisions of the School Admission Appeals Code published by the Department for Education.

Appellants should write to the Admissions Officer to lodge your admission appeal setting out the grounds for your appeal. Appeals should be made, in writing, in accordance with the instructions and appeals timetable.

7.1 Appeals timetable

- The deadline for lodging appeals is 20 school days from the date of notification that their application was unsuccessful.
- Appellants will receive at least 10 school days' notice of their appeal hearing. This will include reasonable deadlines for appellants to submit additional evidence, for Kingstone Academy Trust to submit their evidence, and for the clerk to send appeal papers to the panel and parties; decision letters are sent within five school days of the hearing wherever possible.
- **Applications made in the normal admissions round**
Appeals must be heard within 40 school days of the deadline for lodging appeals
- **Late applications**
Appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;
- **Applications for in-year admissions**
Appeals must be heard within 30 school days of the appeal being lodged.
- Any appeals submitted after the appropriate deadline must still be heard, in accordance with whatever timescale is set out in the timetable published by the admission authority (Kingstone Academy Trust).

If, after your appeal, you are concerned that the appeal did not comply with the Code or was set up wrongly, and that this affected the outcome of your appeal, you can complain to the Education Funding Agency (EFA). The EFA will investigate the complaint on behalf of the Secretary of State. If the EFA finds that the appeal arrangements have breached the Code,

the academy may be required to establish a fresh appeal to hear your case if EFA finds that any breach may have affected the outcome of the appeal.

Complaints to the EFA about the appeal panel process should be submitted by sending a completed complaint form by email to academyquestions@efa.education.gov.uk or by post to the Admission Appeal Complaints team at the Education Funding Agency.

8. Actions and Responsibilities

8.1 The *Board of Trustees* will ensure that:

- The admission arrangements are reviewed annually.
- The admissions arrangements are published on the school website and made available to parents and potential parents;
- An admissions register is kept up to date;
- An independent appeal panel is in place to hear parents appeals against non-admission;
- The net capacity formula is reviewed annually and proposed variations communicated to the LA's Admissions Forum.

8.2 The *Executive Headteacher* will ensure that:

- Pupils are admitted only in accordance with this policy;
- The school is represented on the LA admissions forum;
- Where places are available, pupils are admitted in accordance with the agreed priorities.

8.3 All staff are expected to follow this policy when advising prospective parents

9. Monitoring and Review

The number of pupils on roll and number and reason for unsuccessful appeals will be reported to the governing body each term with advice on any implications.

10. Notes to the Policy

Although the School Standards and Framework Act 1998 gives parents the right to express preferences for their child to be admitted to any school maintained from public funds, there are 4 reasons why one or more of their 3 preferences might have to be refused:

- I. the school(s) might be oversubscribed;
- II. the classes for infants (aged 4-7) in the primary school have reached the legal limit of 30 pupils;
- III. the child does not meet the requirements of the admissions policy or subsequently fails to do so;
- IV. information provided by the parents (including information about addresses) is found to be fraudulent or intentionally misleading (such information may also be grounds for withdrawal of any place that has been allocated, even after the child has started at the school).

Notes:

A sibling connection is defined as a brother or sister, step-brother or stepsister, half-brother or half-sister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Adopted siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in a home in order to establish an 'in catchment area' address will not be given priority under the sibling criterion.

For admissions purposes all distances are measured as a straight line distance on a computerised mapping system between the home address and the nearest entrance gate of the relevant school by pinpointing their eastings and northings. The shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest the ground floor will be deemed to be the nearest in distance.

Allocation of places for children moving into catchment area can only be considered when formal confirmation (e.g. signed tenancy agreement when no property is owned, or exchange of contracts) of the address has been received. All applicants are required to give correct information about the genuine residential address of the child. Where any information regarding a home address is found to be fraudulent or misleading a school place may be withdrawn even if the child has been admitted to the school. In the event that two applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

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