



Kidgate Primary Academy

Admissions Policy 2025/26

Signed:

(Interim Headteacher)

Date: 28.2.24

Signed:

(Chair of Governors)

Date: 28.2.24

Kidgate Primary Academy, Louth

Admissions Policy

2025/26

Parents or carers who are considering applying for a place for their child at Kidgate Primary Academy are invited to visit the Academy during one of the open sessions held during the Autumn Term preceding the child starting the following September.

Kidgate Primary Academy provides for the admission of all children in the September following their fourth birthday.

Where we have offered a child a place at our Academy:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

Arrangements for applications for places in Reception at Kidgate Primary Academy will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions, parents resident in other areas must apply through their home local authority. Kidgate Primary Academy will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code. To find your nearest school

For an in-year place, an application can be made on the in-year application form. Applications are made through Lincolnshire County Council Admissions Team. Lincolnshire residents should contact Lincolnshire County Council for an application. Applications can be made directly through Lincolnshire by out of county residents if their home local authorities do not co-ordinate this process. The Governors will accept admissions into other year groups if there are places.

Published admission number

The Academy's published admission number will be taken into account in determining admissions. The relevant number of intended admissions for each school year, 1st September to 31st August inclusive, is 60.

In accordance with legislation the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014) naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

Pupils will be admitted to the Reception without reference to ability and aptitude.

Where applications for admissions exceed the number of places available the following criteria will be applied, in the order set out, to decide which children to admit. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

Oversubscription Criteria

1. Looked After Children and Previously Looked After Children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. **(Note 1)**
2. There is a brother or sister **(Note 2)** at the Academy who will still be attending when the child is due to start.
3. The distance from the child's home address **(Note 3)** to the Academy, priority will be given to the child living closest **(Note 4)** to the Academy. The links below will take you to the LCC website in order for you to find your nearest school/s.

<https://www.lincolnshire.gov.uk/find-nearest-school>

<https://www.lincolnshire.gov.uk/homepage/150/find-my-nearest-school-for-school-admissions-applications>

If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in the Local Authority of Children's Service Directorate.

Note 1

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 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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.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 arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Note 2

A full brother or sister, whether or not resident in the same household. Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the

Education Act 1996.

Twins and other siblings from a multiple birth

In these cases, all the children will be considered together as one application. If one or more can be admitted the school will admit all the children, unless this would make the class too large and prejudice the education of the other children. The government's school admissions code makes an exception to the infant class limit in this situation.

Brothers and sisters in the same year group

Where there is only one place available in the school the children will be considered together as one application. The school will admit all the children, unless this would make the class too large and prejudice the education of the other children or in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will only be able to offer the parent a place for one child.

Note 3

By home we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

Note 4

The nearest address to the academy is found by measuring the straight-line distance from your home address to the academy. Straight line distance as calculated electronically to three figures after the decimal point (eg 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.

Statutory school age

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

In such circumstances there will be discussion between the parents and carers and the academy.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child

is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. Parents resident in Lincolnshire should call 01522 782030 or email schooladmissions@lincolnshire.gov.uk for advice on the procedure to follow. It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request. Kidgate Primary Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- The parent's views
- Any available 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
- Any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- The views of the Head Teacher

Reserve Lists

For admission into Reception the governors will keep a waiting list which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria, as required by the school admissions code. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The admission authority must not take account of the time you have been on the list when allocating places. The list is kept by the Schools Admission Team until the end of the coordinated admission round in August each year. After, Kidgate Primary Academy will keep the reserve list until the end of the autumn term.

Subject to any provisions regarding waiting lists in Lincolnshire County Council's co-ordinated admission scheme, the Academy will operate a waiting list. Where, in any year, Kidgate Primary Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out within this policy.

Fair Access

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list or awaiting appeal. Kidgate Primary Academy will participate in Lincolnshire County Councils the fair access protocol.

In the case of Kidgate Primary Academy this will only be where admitting additional children will not adversely affect the learning of the rest of the cohort. For infant classes this will only be where the child is an exception to the infant class size regulations as stated in the School Admissions Code.

Appeals

Any parent or carer refused a place at the school has the right to appeal to an independent appeals panel and will be informed how to lodge appeal on the decision letter. The procedures for appeals relating to admissions will be in accordance with all relevant legislation. The decision of the independent appeal panel is binding on all parties.

The Infant Class Size Regulations restrict the grounds upon which an Appeal Panel can uphold infant appeals; the grounds given in the Admission Appeals Code.

[School Admission Appeals Code – 2011 Revised Code \(publishing.service.gov.uk\)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf

Fraudulent or misleading applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child, where the parent requests this.

The Governors will not refuse a service child a place because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

For late coordinated applications and in year applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces)

The school's governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with a higher priority under the oversubscription criteria. This is because we must only allocate places based on the criteria, and must not admit a

Service child ahead of another child with a higher priority under the criteria.

- The prejudice from admitting an extra child would be excessive.

The governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements.