

# Admissions Arrangements for Kings Ash Academy for the (2027-2028) school year.



### Introductory statement

Kings Ash Academy is a 4 – 11 Primary School with Nursery provision for 2-year-olds and above.

### Published Admission Number (PAN)

The school has an admission number of 30 for Year R. It will admit this number of pupils if there are sufficient applications. If fewer than **30** applications are received, all applicants will be offered a place. If more than 30 applications are received, the oversubscription criteria below will be used to determine which applicants can be offered a place.

### Main admissions round application process

Admissions to the School are part of the co-ordinated admissions scheme of Torbay Council. Parents wishing to apply for a place should put the school down as a preference on the common application form. Further information about this process can be found: [Apply for a primary school place - Torbay Council](#)

<https://www.torbay.gov.uk/schools-and-learning/admissions/primary-admissions/>

### **Before you apply**

It is best to take some time to think about which school would be best for your child. You should find out as much as you can about your preferred schools by:

- reading [TIPS 8 - Primary and Secondary School Admissions](#)
- reading the [guidance on using the citizens portal](#)
- contacting the schools to see their prospectus and looking at their websites
- reading the [schools' admissions policies](#)
- talking to staff in your child's current setting
- visiting the schools (phone first to make an appointment) or go to school open days or evenings

There are several Devon schools not far from Torbay. You can find out more about these schools by:

- contacting the Devon Education helpline on [0345 155 1019](tel:03451551019)
- emailing [admissions@devon.gov.uk](mailto:admissions@devon.gov.uk)

- visiting [www.devon.gov.uk/admissions](http://www.devon.gov.uk/admissions)

### **Applying for a place**

You will need to register for an online account to apply for a place.

- complete this form if your child has an Education, Health and Care Plan and you would like to apply for a mainstream school place. For a Specialist Educational Provision, please contact the SENDCO at your child's current school and submit the SEP form.
- complete our form if you live in Torbay, even if you are applying for schools outside Torbay
- children who live outside Torbay need to apply to the council where they live, for example [Devon County Council](#)

### **School preference**

You can choose up to three schools in your order of preference from one to three. They can include schools outside Torbay.

We will offer your child one primary school place. If a place was available at more than one of your preferences, the offer will be for the school that can offer a place which was your highest preference.

### **Supplementary forms**

You may need to complete a supplementary information form for your preferred schools. You can get the forms from the school.

Your preferred school may prioritise the children of staff in their admission criteria. If you work at the school then you will need to fill in a form to tell the school about your child's application.

You must complete these forms **as well as** the main (common) application form.

### **In-year admissions process**

In year applications are those made for children to enter the academy after the start of the school year or for year groups other than reception. The academy takes part in Torbay's co-ordinated scheme for in-year admissions to school. The details will be published separately on the Council's web site. The same oversubscription criteria will be applied to all in year applications to the academy. Each day during term time will be treated as a separate application period. Where the academy is

oversubscribed and a place becomes available all applications on the live waiting list on that day will be ranked according to the academy's oversubscription criteria.

### Oversubscription criteria

The school will admit any pupil with an Education, Health and Care plan which names the school. Priority will then be given to children who meet the criteria set out below, in order.

1. Looked after children and previously looked after children.
2. Children who have an exceptional medical or social need that means there is a significant need for them to attend this school rather than another e.g. if it is their nearest school and they have an illness which means it would be extremely difficult for them to travel to a further school. Children who have an exceptional social or medical need which means they should attend this school rather than any other or whose parents have such a need. Your application must be supported by evidence, for example from a medical specialist or social worker, of the [child's/parent's] need and why it means the child needs to attend this school. Applications that are submitted without supporting evidence cannot be considered under this criterion.
3. Siblings - Siblings of pupils attending the school at the time the application is received. (Siblings will not be prioritised if their sibling is in Year 6)
4. Priority will next be given to children of staff at the School, in either of the following circumstances:
5. a) The member of staff has been employed at the School for two or more years at the time at which the application for admission to the school is made, or  
b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. Priority will next be given according to the distance from the School to the home address. The home address is defined as the home where a child spends the majority of their school nights - school nights are defined as Sunday, Monday, Tuesday, Wednesday, Thursday. Distance will be measured using Torbay Council's definition.

Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available, (i.e., the shorter the distance the higher the priority). Measurements are taken by a straight-line distance using Torbay Council's electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council's system, to the co-ordinates of the school as pinpointed on the Council's system. The pinpoint will be within the building structure and its precise location will be determined by

Torbay Council in accordance with the Geoplace Data Entry Conventions and Best Practice for Addresses. This is for admissions purposes only and is not used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tiebreaker (i.e., they live identical distances from the school), the allocation of a place will be by random selection using a random number generator and in the presence of a senior manager.

Where applications are received from families with multiple birth siblings (twins, triplets, etc.), every effort will be made to allocate places at the same school, including offering place(s) above the Published Admission Number (PAN).

### Tie-break

If a tie-break is necessary, random allocation will be used to determine which child will be offered a place. This will be verified by someone independent from the school who will conduct the random allocation.

The infant class size rules allow schools to exceed the limit of 30 pupils per teacher when children from a multiple birth are tied for the final place.

Random allocation will not be used if siblings from a multiple birth (twins, triplets etc.) are tied for a place. They will all be offered a place and we will exceed our admission number.

### Delayed admission to reception

Parents who are offered a place for their child in the reception class may defer the date they are admitted, or arrange for them to attend part-time, until they reach compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday, or on their fifth birthday if it falls on a prescribed day. The prescribed days are 31 August, 31 December and 31 March.

### Admission of children outside their normal age group (including for 'Summer born' children)

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should make their request to the school, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests.

The academy trust will make a decision on the basis of the circumstances of the case and whether it may be in the child's best interests, taking into account the views of the headteacher and any information provided by the parent. The school will notify parents of the decision and set out clearly for the parent the reasons for their decision.

Parents who are unhappy with the decision in respect of an application out of chronological age group can make a complaint about that decision in accordance with the school's complaints policy.

### Waiting list

If the academy is oversubscribed a waiting list will be maintained for all year groups. Each added child will require the list to be ranked again in line with oversubscription criteria. Looked after children and previously looked after children, and those allocated a place at the school in accordance with Torbay's Fair Access Protocol, will take precedence over those on the waiting list. The waiting list will be kept until 31 December for main round applicants. After this, and for all in year moves, applicants will need to complete an in year application and to confirm before the start of each half-term in writing or by email their desire for their child's name to be kept on the waiting list.

### Appeals

The relevant admission authority allocates places at schools. Depending on the type of school you are appealing for, the admission authority is either:

- The Local Authority, referred to as Children's Services in this guide.
- The school's Governing Body.
- The Academy Trust.

### **If a school receives more applications than there are places available**

The admission authority decides what criteria will be used to allocate school places. This is known as "Admissions Policy". The admission authority use this criteria when deciding whether to offer a child a place.

If your application is turned down in writing, you have the right of appeal. This goes to an Independent Panel. The Department for Education has two codes the panel must follow:

- a School Admission Appeals Code
- a School Admissions Code

The law allows you the right to appeal against admission decisions. It does not give your child the right to a place at your preferred school. Remember this when considering whether to appeal.

To submit an appeal please follow the guidelines through

How to submit an appeal - Torbay Council

<https://www.torbay.gov.uk/schools-and-learning/admissions/admissions-appeals/how-to-submit-an-appeal/>

### **Fair Access Protocol**

The LA and other Admission Authorities in Torbay have a Fair Access Protocol in place which governs the admission of children who have no school place and those with challenging behaviour. A copy of the Protocol can be seen on Torbay Council's web site [www.torbay.gov.uk](http://www.torbay.gov.uk)

### **Monitoring Arrangements**

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Board will publicly consult on these changes. If nothing changes, it will publicly consult on the School's admission arrangements at least once every 7 years.

### **Notes**

Term	Definition
"Home" address	<ul style="list-style-type: none"> <li>• A child's home is the place where they normally live. Where a child's parents do not live together and the child spends part of the week with each parent, their home address will be the address at which they spend most nights from Sunday to Thursday during term time.</li> </ul>
Sibling	<ul style="list-style-type: none"> <li>• A natural brother or sister, or half brother or sister</li> <li>• A legally adopted brother or sister, or half brother or sister</li> <li>• A step brother or sister</li> </ul>

	<ul style="list-style-type: none"> <li>• Other child living in the same household as part of the same family where they are living at the same address as the applicant on the date of the application.</li> </ul>
Looked after children	<ul style="list-style-type: none"> <li>• Children in the care of a local authority as set out in Section 22 of the Children Act 1989.</li> </ul>
Previously looked after children	<ul style="list-style-type: none"> <li>• Children who were in the care of a local authority as set out in Section 22 of the Children Act 1989 but ceased to be so as a result of adoption, a child arrangements order or special guardianship order. Also children who appear to the academy trust to have been in state care outside England and ceased to be so because they were adopted.</li> </ul>