



**Kingsmead School Admission Arrangements for transferring to  
year 7 in September 2019 or joining a year group during  
the 2019/20 academic year**

**Summary of Proposed Changes to 2019/20**

**Admission Arrangements**

**Kingsmead School are consulting on increasing their  
Published Admission Number for 2019/20 from 160 to 195.**



## **Kingsmead School Admission Arrangements for transferring to year 7 in September 2019 or joining a year group during the 2019/20 academic year**

### **1.0 Introduction**

The Admissions Authority is the Governing Body of Kingsmead Academy which trades under the name Kingsmead School. All admission decisions are taken by an Admissions Committee in conjunction with the governors sub-committee. At least three governors will take part in all admission decision meetings.

Kingsmead School has a designated catchment area (established by Somerset Local Authority in 2008) which is used for admission allocation purposes. This was extended in 2015 at the request of the Local Authority.

The school caters for students aged 11 -16 and is open from 8.50 am – 3.35 pm throughout the academic year defined by Somerset County Council. This ensures that school holidays match the majority of schools in the area.

Kingsmead School Admission Arrangements aim to be fair, clear and objective and ensure that parents are able to understand easily how school places will be allocated. Arrangements and practices comply with the requirements of the School Admissions Code and School Admissions Appeals Code

Governors liaise with the Local Authority (LA), which is required to co-ordinates admission arrangements for all young people in Somerset. Therefore, this document should be read in conjunction with the Somerset LA published Co-ordinated Admissions Scheme for September 2019 which is available from Somerset County Council. (See contact details at end of this document).

### **2.0 Published Admission Number and admission limit**

Kingsmead school has an admission number of 195 for entry in year in 2019. The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the governors will offer places at the school to all those who have applied.

### **3.0 The Application Process**

#### **(a) Applications to transfer to year 7 in September 2019**

Applications must be submitted to the home LA. If this is Somerset applications can be made on-line at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions). Paper applications are available to download from the Somerset County Council website at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions), or upon request by telephoning Somerset Direct on 0300 123 2224.

Applications must be received by 23:59 hours on 31 October 2018, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 1 March 2019 (or next working day if this falls on a weekend or bank holiday).

### **(b) Applications to join any year group during the academic year (in-year)**

In year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The Governors' Admissions Committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied

A decision will be notified in writing to the applicant within ten school days. Where a school place is offered it will be held open for 21 school days and applicants will need to confirm acceptance within this time.

Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. The Governing body reserve the right to seek further documentary evidence to support a claim of residence.

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/ limit.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

## **4.0 Over Subscription Criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After Children – Children who are in the care of a Local Authority or have been previously and are now formally adopted or subject to a residence/child arrangement or special guardianship order. (See important note)

2. Children living within the designated catchment area who will have a sibling attending the academy at the time of admission
3. Children living within the designated catchment area
4. Children who attend one of the identified feeder primary schools in year 6 as at the application closing date (see 5.0 Feeder Schools)
5.
  - a) Children of permanent staff employed at the academy for at least two years prior to the application closing date.
  - b) Children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children not satisfying a higher criterion

### **Important Note**

A “Looked After Child” means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “a previously Looked After Child” means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.

### **5.0 Feeder Schools**

The feeder schools referred to in the over-subscription criteria are; Bishops Lydeard CofE Primary School, Lydeard St Lawrence Primary School, Stogumber CofE Primary School, Crowcombe CofE VA Primary School, Milverton Primary School, Wiveliscombe Primary School, Stawley Primary School, Cotford St Luke Primary School, Oake, Bradford and Nynehead CofE Primary School, Dulverton Junior School.

### **6.0 Tie Breaker**

If in categories 1-6 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-6 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

### **7.0 Catchment Map**

A copy of the Kingsmead School designated catchment map can be viewed by arrangements with the school office, or viewed electronically on the Somerset LA website [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)

## **8.0 Right of Appeal**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter.

Information on the timetable for the appeals process is published on our website by 28 February each year.

## **9.0 Waiting Lists**

Where in any year group, Kingsmead School receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Governing Body and any child refused a place will automatically be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **10.0 Withdrawing Places**

The Governing Body reserves the right to withdraw the offer of a place at the academy if:

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

## **11.0 Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same

time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to transfer school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the school place application will be processed and an outcome will be sent on the National Offer Day

If a request for a child to transfer school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

For further information and important things you should consider please visit;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

## **12.0 Children from Outside the UK**

The Governing Body will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The Governing Body will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available the application will be considered on the current address. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. In such cases the Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office.

## **13.0 Glossary and Definitions**

## **Siblings**

For the purpose of admissions, a sibling is defined as a child living at the same permanent home address as a half or full brother or sister or an adoptive brother or sister. Also children of the same household where the permanent home address is the same for both children.

Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

## **Parent**

Natural parents, whether they are married or not, any person who although not a natural parent, has parental responsibility for a child or young person. Any person who although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child irrespective of what their relationship is with the child is considered to be a parent in education law).

## **Home Address**

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child. Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a minimum six month formal lease agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of the house sale, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord. The Governing Body reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor landlord or relevant professional. A representative of the Governing Body may carry out a home visit/s without prior notice to verify a pupil's home address. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

## **14.0 Children of UK Service Personnel**

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is

provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and Crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, The admissions authority will process the application on that address. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address. An offer of service family accommodation from the housing department is not sufficient to be accepted as proof of address, the signed tenancy agreement would be required.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

## **15.0 Contact information**

The Business Manager  
Kingsmead School  
Hartswell  
Wiveliscombe  
Somerset TA4 2NE  
Email: [sch.562@educ.somerset.gov.uk](mailto:sch.562@educ.somerset.gov.uk)

[www.kingsmead-school.com](http://www.kingsmead-school.com)

Telephone: 01984 623483

**Somerset Local Authority**  
Admissions & Entitlements Team  
County Hall  
Taunton  
Somerset TA1 4DY  
[www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)  
Telephone: 0300 123 2224