



Kingswood

Primary School and Nursery

Admissions Policy

Kingswood Primary School and Nursery

**Clay Hill Road, Kingswood, Basildon, Essex SS16 5DE
Telephone: Basildon (01268) 520850**

Admissions Arrangements for Entry into Reception

Kingswood Primary School and Nursery is a popular and successful school serving the needs of the community. Applications for Kingswood Primary School far exceed the number of places that are available but the nature of the building dictates the number of classes that can be accommodated.

There are **15** classes in the two main buildings

Parents who wish their child(ren) to attend Kingswood Primary School must apply in accordance with the co-ordinated admission arrangements published by Essex County Council in the Primary Education in Essex booklet. Applications for a place at the School will be handled in accordance with the co-ordinated arrangements set out in the booklet.

Policy and Numbers

The number of intended admissions for the Reception year is **60**.

All children will be admitted full time in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Where parents choose to defer entry, the child will start at the beginning of a new school term/half term.

Parents can request that their child attends part-time until the child reaches compulsory school age. For parents opting to take up a part time place this would be mornings only.

The policy of the Governors is to admit children up to that limit until further notice. **Places will be allocated according to the following criteria.**

Where applications exceed the number of places available the Governors will apply the same criteria, in the order set out below, to decide which children to admit.

1. Looked after children.
2. Children from the agreed catchment area with a sibling attending the School.
3. Remaining applicants from the agreed catchment area.
4. Siblings of children attending the School from outside the agreed catchment area.
5. Children of teachers holding QTS status from the School, where 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.
6. Remaining applications.

If a whole category cannot be placed, then priority within the category will be given to those living nearest, by straight line distance. Distances are measured between the address point of the School and each applicant's residence. In the case of a residence within flats, guidance will be sought from the LA.

If the school is named in a Statement for Special Educational Needs or an Education and Health Care Plan the Governing Body has a legal duty to admit the child to the school named in the Statement. Pupils with SEND, but without a statement, are admitted on the same criteria as other children.

Allocation of Places

All applications must be made on the common application form distributed by the LA in the preceding Autumn Term enabling parents to apply for up to 4 schools, ranked in order of preference. The application form should be returned to the LA by the closing date, as defined by the LA.

The Admissions Committee of the School's Governing Body will apply the aforementioned admissions criteria and rank the applications in priority order. This priority list will then be forwarded to the LA who will then allocate the places and write to all parents, offering a single place at the allocated school.

Waiting Lists

In accordance with Essex County Council's co-ordinated admissions scheme, the LA will hold waiting lists for all schools between the offer date and the end of the first week of the Autumn term. The priority order of the waiting list will be determined in accordance with the admissions criteria. The LA will continue to co-ordinate admissions arrangements for the Reception year during this period.

The School will continue to maintain the waiting list in priority order for the first year.

Late Applicants

For the normal admissions round, applications received after the closing date will be treated as late applications unless there is evidence to show that the application could not have reasonably been made on time. Late applications will be handled in accordance with the Co-ordinated Admissions Scheme operated by the LA and published in the Primary Education in Essex booklet. In the event of over subscription, children's names will be added to the 'Waiting List' held by the LA.

Mid-Year Applicants

Applications for school places outside the normal admissions round, whether in-year or at the start of the school year, which is not a normal point of entry to the school, should be made to Essex County Council using their common application form.

Appeals

Parents have the right of appeal to an Independent Statutory Appeals Panel for a place at any school that they had put as a preference and for which they had not been allocated a place, even if it is a lower preference than that offered. Details of how to appeal against refusal of a place at Kingswood Primary School and Nursery are available from the School Office.

General

Please note:

- there is no guarantee of a place for children living in the agreed catchment area.
- there is no automatic right of transfer from the Nursery to Kingswood Primary School.
- separate applications must be made for entry to Nursery and Kingswood Primary School and Nursery.

DEFINITIONS

RESIDENCE

The address on an application needs to be the address at which the child normally lives.

Applications will be processed based on the home address for the child. In the majority of cases this will be the parent's home address. However, where this is not the case, the child is taken to be 'ordinarily resident' at the address of the parent/carer that is in receipt of child benefit for the child. If the child's address is different from the parent/carer's address, an explanation will need to be given on a separate sheet of paper. [For our pupil record information - if parents share custody, this must be stated and both addresses noted.]

Kingswood Primary School and Nursery requires all parents to provide proof of residence in the following form:

i) Most recent bank statement* together with two of the following:

Drivers Licence, or
Current utilities bill, or
Most recent Council tax renewal document

ii) Child benefit book, if applicable.

** Financial status has no relevance in applications to the School. Financial details can be removed by the parent prior to presenting this evidence to the School. In the case of online banking, a paper statement will need to be requested from your bank or building society.*

Please note, the address of any relatives or childminder, unless they are court appointed guardians, does not necessarily qualify as the child/children's residence, regardless of the time that the child/children spend with the relatives/childminder.

If a school place is secured through false information provided about a home address, the offer of a place may be withdrawn.

SIBLING

For applications made in the normal admission round, a Sibling is defined as '*child living in the same family unit in the same family household and address as a child who attends the school or partner school at the time of application and with a reasonable expectation that the brother or sister will still be attending at the time of admission.*' This therefore includes biological, adopted and step brothers and sisters. In addition, biological and adopted siblings will be treated as siblings irrespective of place of residence.

For mid year applications a sibling is defined as a child living in the same family unit, in the same family household and address as a child who attends the school or partner school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

LOOKED AFTER CHILDREN

As defined in Section 22 of the Children Act 1989.

Children who are in the care of the local authority or provided with accommodation by that authority at the time of

application of admission to a school and, who the local authority has confirmed, will still be looked after at the time of admission.



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