King Offa Primary Academy

Admissions Policy 2027-28

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1. Aims

This policy aims to:

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

2. Legislation and statutory requirements

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

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, we are required by our 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.

The admissions authority for our school is Aurora Academies Trust.

3. Definitions

Normal admissions round means the period during which parents can apply for 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

This includes children who appear to have been in state care[1] outside of England and have ceased to be in state care due to being adopted.

Compulsory school age: 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

If your child was born between **1 September 2022** and **31 August 2023,** they will be due to start Reception in September 2027, and the deadline for applications is 15 January 2027. You will be notified of the outcome of your application on National Offer Day 16 April 2027.

For applications in the normal admissions round you should use the application form provided by the local authority where you live (regardless of which local authority the school is in).

You will receive an offer for a school place directly from your local authority.

If you live in East Sussex you can apply via its website

https://www.eastsussex.gov.uk/education-learning/schools/apply-for-a-school-place/apply-for-a-primary-or-junior-school

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. This includes the parents of summer born children (those born between 1 April and 31 August) who may choose not to send their 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.

Please contact the school office if you wish to request a place for your child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development

[1] 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.

- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has a published admission number (PAN) of 60 pupils for entry in Reception.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children in England, previously looked after children in England and children who appear to have been in state care outside of England[2].
2. Priority will next be given to the children of staff who have been continuously employed for at least two years.[3] Please complete a Supplementary Information Form (SIF) if applying under this criterion. SIFs are available from the school, downloadable from the website or can be obtained via the Local Authority. The SIF must be returned to the school by the agreed deadline.
3. Priority will next be given to children who will have a sibling ("sibling" is defined as children who live as brother or sister in the same house, including natural brothers or sisters,

[2] Applications in this category must be accompanied by supporting evidence, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption or special guardianship order, and/or satisfactory documentary evidence of having been in state care outside of England (as defined above), to be received by the application deadline in the normal admission round.

[3] Children of all staff are defined as follows:
Children who, at the time of admission, live in the same household as:
Any member of full-time teaching staff
Any member of full-time support staff – defined as those on 37 weeks and above contracts
Any member of part time teaching staff with a 45% and above timetable
Any member of part time support staff who work at least 15 hours per week for 37 weeks or more
The definition does not include contract staff. The definition does not include peripatetic staff.
The continuously employed for two-year qualification period may be waived if a post is hard to fill and has remained vacant for one term or longer (skills shortage).

adopted siblings, stepbrothers or sisters and foster brothers and sisters) at the school at the time of admission. This applies if there is another child living in the same household as your child who in the year of admission will be attending the school. Priority will not be given to children with siblings who are former pupils of the school.

4. Other children.

6.3 Tie break

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, we will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

The tie break will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. The school will admit them all, as permitted by the infant class size rules, and exceed its PAN.

6.4 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

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.

6.5 Fair Access Protocol

We participate in East Sussex County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Our website explains how to apply for admissions in-year.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Appeals are handled by East Sussex County Council. For more information, please visit this website:

https://apps.eastsussex.gov.uk/educationandlearning/schools/findingaschool/appeals/form/intro

9. Waiting lists

The school will operate a waiting list. Where the 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 school, and the school will place a child's name 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. 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. Monitoring arrangements

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

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