



King's Group Academies

ADMISSIONS POLICY

Approved by:	Trustees	Date:	April 2026
Maintained by:	Head Teacher Forum	Next review due:	April 2027



Contents

1. Introduction:	3
2. Compliance with the academy Admissions Code 2021:	3
3. Published Admission Number (PAN):	3
4. Creating an Admissions Local Information Form (at local academy level):	3
5. Generic Oversubscription Criteria:	3
a) LAC and Post-LAC Children:	3
b) Clear and Reasonable Criteria:	4
c) Feeder Academies: Into KS1, KS2 and KS3 Settings:	4
d) Children of Staff within Individual Academies:	4
6. Administering a Tie-Break:	4
7. Admissions Outside of Normal Age-Ranges:	4
8. Waiting Lists:	5
9. Website Compliance:	5
10. Determination of Individual Admissions Arrangements:	5
11. Consultation and Objections:	5
12. Admissions Appeals:	5
13. Fair Access Protocols:	6
14. Applicants with Previous Challenging Behaviour:	6
15. Monitoring and Review:	6
[Insert Academy Name] Admissions Local Information Form	7
1. General Information	7
2. Academy Information	7
3. Admissions Criteria	7
4. Oversubscription Criteria	7
5. Tie-Break (please see section 6 of the policy)	7
6. Waiting List Administration	7
7. Admissions outside of Normal age-ranges	7



1. Introduction:

This Admissions Policy (The Policy) applies to all academies within the King's Group Academies (KGA) Trust. It is noted that this policy is subject to local variations (as set out by the relevant Local Authority) for each academy and applicable localised contexts which are contained as a Local Information Form for each individual academy. The Policy is in keeping with the academy Admissions Code (2021). Academies (such as those within the KGA Trust) are required by their funding agreements to comply with the Code and the law relating to admissions, although the Secretary of State has the power to vary this requirement where there is demonstrable need. This Policy should also be read alongside the academy Admission Appeals Code and other guidance and law that affect admissions and admission appeals in England. Many elements of this policy are taken directly from the academy Admissions Code, which can be accessed here: [School Admissions Code](#).

2. Compliance with the academy Admissions Code 2021:

It is the responsibility of admission authorities to ensure that admission arrangements are compliant with this Code. As KGA is the admission authority for its academies, the trustees delegate the Local Governing Bodies to:

- A. Liaise with the relevant local authority to ensure the local admissions policy is agreed upon and consulted on.
- B. Setting and reviewing the Academy's admissions policy, provided no changes are made to the criteria without Trustee consent.
- C. Ensuring that all appeals are handled by local independent appeals panels.
- D. In specific cases where Trustees agree not to use the local process, the LGB forms a committee to apply admissions criteria and appoints the Headteacher and another governor to propose any appeals.

3. Published Admission Number (PAN):

As part of determining their admission arrangements, all admission authorities must set an admission number for each cohort. KGA, as the admission authority, is not required to consult on the PAN where they propose either to increase or keep the same PAN. All admission authorities must consult in accordance with Sct.11 below where they propose a decrease to the PAN.

4. Creating an Admissions Local Information Form (at local academy level):

In drawing up their admission arrangements within their Local Information Form, academies must ensure that the practices and the criteria used to decide the allocation of academy places are fair, clear, and objective. Parents should be able to look at a set of arrangements and easily understand how places for that academy will be allocated. All academies must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the academy. Admission arrangements are determined by KGA, as the admission authority..

When oversubscribed, an academy's admission authority must rank applications in order against its published oversubscription criteria (included in individualised Local Information Forms). All children whose Education, Health and Care Plan (EHCP) names the academy must be admitted, even if this exceeds the PAN.

5. Generic Oversubscription Criteria:

Whilst individual academies will create and uphold their own localised and contextualised admissions criteria within their respective Local Information Forms, there are overriding generic elements of these which must be adhered to, as set out in the Schools Admissions Code.

a) LAC and Post-LAC Children:

All academies must have oversubscription criteria for each 'relevant age group' and the highest priority must be given to 'looked after' children and all 'previously looked after'



children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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. 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).

b) Clear and Reasonable Criteria:

Admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around academy uniform or academy trips do not discourage parents from applying for a place for their child. Admission arrangements must include an effective, clear, and fair tie-breaker to decide between two applications that cannot otherwise be separated.

c) Feeder Academies: Into KS1, KS2 and KS3 Settings:

Individual Local Information Forms may wish to name an/several infant, primary or middle school as a feeder school/s. KS1 settings might name a relevant attached Nursery setting also. The selection of a feeder school/s as an oversubscription criterion must be transparent and made on reasonable grounds.

d) Children of Staff within Individual Academies:

Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a) where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made; and/or
- b) the member of staff is recruited to fill a vacant post at the academy for which there is a demonstrable skill shortage.

6. Administering a Tie-Break:

In the case of two or more applications that cannot be separated by the oversubscription criteria, the academy will use the distance between the academy and a child's home as a tie-breaker to decide between applicants. Priority will be given to children who live closest to the academy. Distance will be measured in a straight line from the child's home address to the academy's front gates (or other pre-determined point / postcode). For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal academy week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the Local Authority will decide which address will be used. Where the distance between two children's homes and the academy is the same, random allocation will be used to decide between them. This process will be independently verified.

7. Admissions Outside of Normal Age-Ranges:

Parents are entitled to request a place for their child outside of their normal age group. Details of how to apply for a place outside of the chronological cohort for a child should be lodged to the academy in accordance with any guidance set out in the individual academy's Local Information Form. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the academy Admissions Code, this will include taking account of:



- Parents' views
- 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
- The headteacher's views
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

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 academy, but it is not in their preferred age group.

8. Waiting Lists:

In addition to the details listed in an academy's Local Information Form, academies will maintain a clear, fair and objective waiting list at least until 31st December that academic year for children applying to the academy if the selected year group is full to PAN. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria of any individual academy. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

9. Website Compliance:

KGA admission authority must set out on the academy's website how parents can apply for places, how in-year applications will be dealt with and must provide a copy of the academy's Local Information Form which will include the relevant oversubscription criteria. Where an academy manages their own in-year admissions, the website will provide information about the application process and place allocation. Hard copy of the information and application form must be provided if this is requested.

10. Determination of Individual Admissions Arrangements:

KGA, as the admission authority, must determine the admission arrangements by 28th February annually, including the PAN, even if there has been no changes from previous years and a consultation has not been required. Once the admission authority has determined the admission arrangements they must notify the appropriate bodies and must publish a copy of the determined arrangements on the academy's website by 15 March in the determination year.

11. Consultation and Objections:

KGA, as the admission authority, must set (or 'determine') the admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements with academies in the local area and neighbouring LA Admissions Authorities. If no changes are made to admission arrangements, they must still be consulted at least once every 7 years. Consultation must be for a minimum of 6 weeks and must take place between 1st October and 31st January of the academy year before those arrangements are to apply (the determination year).

Objections to the admission arrangements of both maintained schools and Academies can be made to the Schools' Adjudicator whose decisions are binding and enforceable. The Schools' Adjudicator may investigate the admission arrangements of any academy that the Adjudicator considers do not or may not comply with the mandatory requirements of the School Admissions Code or the law.

12. Admissions Appeals:

Admissions Appeals are governed by the academy [School Appeals Code](#) (2022). Parents, and in some circumstances children, have the right to appeal against an admission authority's decision to refuse admission. The admission authority must set out the reasons for the decision, that there is a right of



appeal and the process for hearing such appeals. The admission authority must establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the academy is required to admit the child.

13. Fair Access Protocols:

KGA will engage with their localised Fair Access Protocols, alongside the respective Local Authority. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing an academy place in-year, get access to an academy place as quickly as possible and before anyone is considered from the waiting list.

14. Applicants with Previous Challenging Behaviour:

Academies will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry in keeping with the School Admissions Code. The exception to this is where academies may refuse admission in certain cases where the specific criteria listed in the School Admissions Code applies (paragraph 3.8 - twice excluded pupils).

Academies may refuse admission for an in-year applicant into a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the academy Admissions Code (paragraphs 3.10 to 3.13) applies.

15. Monitoring and Review:

This policy will be reviewed and approved by the Board of Trustees annually. Individualised Local Information Forms (containing each academy's own over-subscription criteria relevant to their setting) will be reviewed by the academy's LGB every year and consulted on appropriately in keeping with Sct.11 above.



[Insert Academy Name] Admissions Local Information Form

1. General Information

Policy Name: Admissions Policy

Academy Lead for this Policy: [Insert Name/Role, e.g., SENCo, Careers Leader, or Attendance Lead].

Date Approved by Local Governing Body (LGB): [Insert Date].

Next Review Date: [Insert Date — usually annually or every three years depending on the policy].

2. Academy Information

Phase/School Type:

Published Admissions number:

Local Authority Area:

Local Authority admissions team contact:

3. Admissions Criteria

4. Oversubscription Criteria

5. Tie-Break (please see section 6 of the policy)

6. Waiting List Administration

7. Admissions outside of Normal age-ranges