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Admissions Policy 2028/29
(draft policy approved for consultation)
King's Park Academy

Document Control	
Document Title:	King's Park Academy Admissions Policy 2028/2029
Version:	1
Summary of Changes from Previous Version:	▪ Updated to new United Learning branding ▪ Reduction of PAN in Reception from previous Admission Policy 2027/28 ▪ Delayed entry policy combined within this policy rather than separate policy. Subsequent removal of original additional note 3 which references a separate policy. ▪ Change to the delayed entry wording to state that the decision will be made by the Principal, in liaison with the Chair of Governors, rather than an admission panel. ▪ Change to the application form requirement for delayed admission and changed to email/letter to the Principal. ▪ Definition of demonstrable skills shortage included in policy ▪ Change of wording in relation to an application needing to be made to delay entry in Reception (in note 3)
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Contents

Oversubscription criteria 3

Waiting list 3

In-year admissions 4

Additional information: 6

ADMISSIONS POLICY
KING'S PARK ACADEMY, BOURNEMOUTH – 2028/29

The Published Admission Number for the Academy for the year 2028/29 is:

60 pupils in Year **Reception**

Arrangements for applications for places at the King's Park Academy operate within the BCP agreed scheme for coordinated admission arrangements 2028/29.

The Academy Trust will consider all applications for places at King's Park Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at King's Park Academy to all those who have applied.

Oversubscription criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of children with Education, Health and Care Plans where King's Park Academy is named on the Plan the criteria will be applied in the order in which they are set out below:

a) A 'Looked After Child' or who was a "Previously Looked After Child' (Please see note 1 and children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted;

b) Children of staff at King's Park Academy 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 is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (Please see note 19)

c) Children who live in the Academy's catchment area (KPA_Catchment_Map.pdf) and whose siblings currently attend the Academy and who will continue to do so on the date of admission;

d) Children who live within the school's designated catchment area;

e) Children who do not live in the school's designated catchment area but who have siblings who attend the school and will continue to do so on the date of admission;

f) All other children

Waiting list

Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year King's Park Academy receives more applications for places than there are places available, a waiting list will operate

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until 31 August. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed 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 set out for the academic year relevant to the application. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

All waiting lists for each year group will cease on 31 August, prior to a new waiting list being generated in September. In June, families with children on the waiting list in any year group will be required to submit an application for the following academic year if they wish to remain on this list. Applications for the new academic year can be submitted from 1 June each year.

In-year admissions

The local authority co-ordinates admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect the Academy's right to determine which applicants have priority for admission.

Subject to any provisions in the co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications. If the year group applied for has a place available, it will offer a place unless admitting the child would prejudice the efficient provision of education or use of resources.

If more applications are received than there are places available, the oversubscription criteria will apply. Parents/carers whose application is turned down will be added to the waiting list and entitled to appeal the decision. This will not delay decisions made in respect of the application, and where spaces are available, they will normally be offered.

Applications should be made directly to BCP admissions:

Requesting a school place during the school year | BCP

To enable the school to ensure that there is a smooth and successful transition, with resources in place to meet the pupil's needs, we may

1. contact the previous school to discuss needs and academic progress
2. request a meeting with the family
3. ask the family to visit the school

Delayed entry requests for summer born children

This information sets out the process and criteria for considering requests for King's Park Academy. This policy applies to all pupils with the exception of those holding Education Health & Care Plan whose parent(s)/carer(s) should contact the Special Educational Needs Team for advice.

It is Academy policy that pupils should normally be placed with their own age group and be educated for the majority of the time with their age peer group. Parents do however from time to time seek to delay admission for up to a year after they could start school. In these cases,

differentiation of the curriculum and/or additional support within their age group should usually address the particular issue.

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. Parents can request that their child attends part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year or, in the case of summer born children (i.e. those born between 1 April and 31 August), that their child is admitted to Reception one year later than their chronological age would normally determine. (Please see additional note 3).

The Academy will consider each request on its individual merits. Decisions regarding admission outside a child's normal year group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In reaching a decision, the Academy will take account of the parents' views, information relating to the child's academic, social and emotional development, any relevant medical history and the views of medical professionals where appropriate, whether the child has previously been educated outside their normal age group, and whether the child would naturally have fallen into a lower age group had they not been born prematurely. The Principal will consider all available information and discuss the request with the Chair of Governors before making a decision. Parents will be notified of the decision in writing, together with the reasons for that decision.

Process for consideration of parental requests for summer born babies to be admitted to Reception a year later than their chronological age group admission.

The parent/carer should make a request to the Principal in writing by letter or email to admissions@kingspark-academy.co.uk detailing the following information:

- The nature of the request
- Clear reasons for the request

To support decision making, it is helpful but not mandatory for parents to provide supporting information from professionals who have worked with the child, for example:

- Information from the child's current nursery/pre school if applicable
- Assessment provided by the pre-school provider or health visitor from issues raised at the 2-year-oldcheck
- Early Years reports and assessments where this is available
  Existing professional reports and assessments e.g., educational psychology reports from LA where this is available
  Health information

Parents will be informed of the decision in writing within 15 working days of the request.

If the request for delayed admission is submitted after an offer of a school place in the child's chronological age group has been made, if it is subsequently approved that the child can delay admission, the original offer will be withdrawn and offered to the next child on the waiting list.

At no time will they be able to hold school offers for their child in two-year groups.

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Upon a decision of a delayed admission, it is suggested the parent/carer consult with the local authority regarding early years funding.

Parents/carers will be advised that they will need to apply for a school place again the following year by the Local Authority closing date. Any application for a school place in their chronological age year group will not proceed to an offer of a school place should their application for delayed admission be approved.

Parents and carers should be aware that if their request is approved, they will need to ask an admission authority to admit their child out of their normal age group again if the child needs to transfer to another school.

Right of appeal following the decision

There is no right of appeal if a child has been offered a place in the school, but it is not in the year group the parent would like. However, parents can make a complaint through the King's Park Academy complaints procedure.

If a parent is unhappy with the way the panel and Academy has handled their complaint, the parent may then refer their complaint to the Department for Education.

Additional information:

1. Looked After Children and children who appear to have been in state care outside England

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 "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy what evidence is required. The final decision will be made by the Academy. If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.

2. Applications for a place in any year group other than a young person's correct age-related National Curriculum year group

Applications for young people to be educated outside their normal national curriculum year group will be considered by a specialist panel comprising:

The Special Educational Needs Coordinator (SENDCo), a member of the Local Governing Board and the Principal of the Academy.

Applicants must provide with their application form the following information in support of their request:

1. Clear, documented evidence that to place the young person in his/her normal age group would be detrimental to his/her educational progress or likely exam performance.
2. Clear evidence that it would not be detrimental to the interests of the young person's social and emotional development to be placed in a different year group.
3. Clear evidence that the young person has previously been placed in a different year group and this has had positive benefits.
   (A young person would need to meet criteria 1 and 2 above in all cases, for agreement of an out of year group admission. The existence of criterion 3 would serve to strengthen a case.)

3. Entry into the Reception Year

Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.

If the applicant is under statutory school age, parents may request that their child attends part-time until later in the school year, but not beyond the point at which they reach compulsory school age. Parents and school may jointly agree a pattern of daily attendance that would suit the child, starting at mornings only, building up across the year. Part-time attendance will be reviewed and monitored regularly. Parents should inform the Academy of their wish for their child to attend part time after the offer of a place has been made and accepted by the parent .

At schools that have Nursery classes or have links with a nearby Nursery, transfer to the Reception year is not an automatic process. Applications for a place in the Reception year from parents with children already attending a Nursery class will be considered at the same time as applications from parents whose children are not attending the school's nursery. All applications will be considered in accordance with the priorities set out in the admission policy. Children currently attending the Nursery class do not receive priority.

4. In Year Admissions – Looked After Children and Previously Looked After Children

A Looked After Child or Previously Looked After Child may be admitted to the Academy above the Published Admission number if it is felt by the Local Authority, in consultation with the Academy, that the Academy is the most appropriate placement to meet the needs of the individual child.

5. In Year Fair Access

All the admission authorities in BCP have established an In-year Fair Access Protocol. The purpose of the Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

Cases are considered by a Panel comprising Headteachers and/or their representatives. If the year group applied for has a place available, it will offer a place unless admitting the child would prejudice the efficient provision of education or use of resources. This includes where behaviour significantly interferes with the pupil's / other pupils' education or jeopardises the rights of staff and pupils to a safe and orderly environment. Decision of the Panel may mean that the Academy might have to admit young people which could result in the Published Admission Number being exceeded.

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6. UK Service Personnel and Crown Servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the school will consider an application in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. The school will use the address at which the child will live when applying the admissions criteria, as long as parents provide some evidence of their intended address (including using a Unit or quartering address as the child's home address where a parent requests this), and will offer a place if, after applying the admissions criteria, the child is eligible for a place.

7. Flexi Schooling

King's Park Academy does not support applications for flexi-schooling – see section 10.8 Elective home education: departmental guidance for local authorities (publishing.service.gov.uk)

8. Applications from separated parents

Only one application can be considered for each child. Where parents / carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Academy what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Academy. If any information supplied by an applicant is judged to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer. To be read in conjunction with the AE Legal Name Policy.

9. Applications for young people of multiple births

If there are insufficient places to accommodate all the young people of a multiple birth (i.e. twins, triplets etc.) if one young person can be admitted then the other siblings of the multiple birth will be admitted over the Academy's Published Admission Number.

10. Withdrawing an offer of a school place

The Academy may withdraw the offer of a place if it is considered that the offer of a place was obtained using fraudulent or intentionally misleading information.

11. Home address

The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Academy what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Academy. If any information supplied by an applicant is judged by the school to be fraudulent or intentionally misleading, the school may refuse to offer a place, or if already offered, may withdraw the offer.

12. Main Entry Change of Address

When applying for point of entry, King's Park Academy will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year groups (Reception, Year 3 and Year 5) is 15 January 2028. This means if your moving date is after 15 January 2028, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record. If you move house after you have

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submitted your application but before the National Closing Date, the main allocation will be based on your address at the closing date, and the address will be updated on any waiting list from national offer day, should you not initially have been offered a place. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.

13. Definition of siblings

"Sibling" means:

- a full brother or sister who lives with one or both parents or carers in the same property during the school week.
- a half-brother or half-sister who lives with one or both parents or carers in the same property during the school week.
- an adoptive brother or sister who lives with one or both parents or carers in the same property during the school week.
- a foster brother or sister who lives with one or both parents or carers in the same property during the school week.
- non-blood related children who, together, all live with one or both parents or carers in the same property during the school week.

14. Distance measurements

Where there are not enough places for applicants within a criterion listed above, distance measurement will be used with those living closer to the school receiving higher priority.

Distance will be measured in a straight line by the Local Authority's computerised measuring system from the designated point of the child's home address to the designated point of the school (as designated by the Local Authority measuring system). If distances are equal, for example in a flat in a block of dwellings with the same front entrance, a random allocation system will be used to determine the allocation of a place. This process will be supervised by someone independent of the school.

15. Academy's Catchment Area

A map of this area forms part of this policy document and can be obtained from Kings-Park-Primary-School-catchment-area-map.pdf

16. A 'demonstratable skill shortage'

A post for which there is a 'demonstrable skill shortage' is a post which the school has had difficulty filling. This means the role was not filled at the first attempt, due to a lack of suitable or qualified candidates being available. The school's senior leadership team must on request, be able to confirm to the member of staff if their role meets this definition.

Further Information

If you require further information about applying for a place at King's Park Academy, please contact the School. Address: Ashley Road, Bournemouth, BH1 4NB Tel: 01202 395138, Email: admissions@kingspark-academy.co.uk Website: www.kingspark-academy.co.uk

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