Kingsland CE Primary School

Admissions Policy

2026 – 2027

Let your light shine

“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16

Let your light shine on our vision:

As God’s children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.

Kingsland CE Primary School

Admissions Policy 2026 – 2027

Date for full implementation: **September 2026**

Review date: **September 2027**

INTRODUCTION

Kingsland Church of England Primary School is a Voluntary Aided School in the Diocese of Hereford. The provided school for a child is the one regarded by the Local Authority as serving the area in which he or she resides (often referred to as the Catchment Area).

As Kingsland Primary is a Voluntary Aided School, it means that the Governing Body is the Admissions Authority, and must publish a policy setting out all the arrangements for admissions. The Governing Body works with the Local Authority and the Diocese adhering to their statutory arrangements and criteria.

This policy has been made in accordance with the School Admissions Code (2021), Sex Discrimination Act, the Race Relations Act, the Human Rights Act 1995 and 2006 and the Equality Act 2006. The implementation of this policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of the Governing Body.

The information following is correct for the academic year 2026/2027, but could be altered for future years. All applications are made by parents or carers for their child or children.

ADMISSIONS

Every school has a limit set for admissions during the year in accordance with the Education Reform Act 1988. This is called the Published Admissions Number (PAN). For Kingsland CE Primary School a limit of 20 places has been set for the Reception group.

As a Voluntary Aided school, the governors can, in very exceptional circumstances, choose to admit more than the planned admission limit through in-year admissions (i.e. admission after September). Kingsland CE Primary School has mixed-year classes therefore year groups do not have fixed numbers but are limited to a total class size. The Governors may refuse in-year admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

Parents may wish, in exceptional circumstances, to admit their child earlier or later than the expected age 4 on or before the 1st September of the year of admittance. If the child's 4th birthday is in late August or at the beginning of September, then parents have right to request that the child's entry to Reception is delayed or brought forward. Parents should always seek complete permission from the LA, the school, and pre-school (if appropriate) to establish whether this is the best course of action.

The Local Authority operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation. Applications can usually be made between September and January in the academic year prior to the September when your child will start school. School place offers are made in April. The LA co-ordinates the admissions process on behalf of the school according to the scheme published in their Admissions Booklet for that year – but it is still the Governing Body for this school which will allocate the available places in line with this policy.

Please apply online at Primary school admissions - Herefordshire Council. Once you have applied, you will automatically receive an email receipt.

If you do not have the facility to apply online, please contact the Local Authority office to request a paper application. It is your responsibility to ensure your paper application form reaches the Local Authority office.

If there are any special circumstances that you would like the school to consider under point 5 of the oversubscription criteria, please explain these using the Supplementary Information Form (SIF), returning it directly to the school. A copy of the SIF is available from the school office.

It should be noted that pupils whose Education, Health and Care plan (EHCP) names the school, will be admitted regardless of PAN or over-subscription criteria.

OVERSUBSCRIPTION CRITERIA

If there are too many applications for places, the Governors will decide which children would be offered places at Kingsland C E Primary School according to the following admissions criteria, taken in order.

Children with a Statement of Special Education Needs (or Education and Health Care Plan) which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority:

1. Children Looked After (CLA) and children who were looked after, but ceased to be because they were adopted or became subject to a residence order or special guardianship order (Previously Children Looked After - PCLA), including those children who appear (to the Governors) to have been in state care outside of England (by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society) and have ceased to be in state care as a result of being adopted (Internationally Adopted Previously Children Looked After - IAPCLA).
2. Pupils whose home address is ***within*** the catchment area of the school as defined by the LA and who have a ***sibling in school*** at the time of entry.
3. Pupils whose home address is ***within*** the catchment area of the school as defined by the LA and who have the '***shortest available walking route to school'.***
4. Pupils whose home address is ***outside*** the catchment area of the school as defined by the LA and who have a sibling at the school
5. Pupils for whom the school's admissions body has been made aware of special circumstances or additional factors which are deemed significant enough to prioritise (using the Supplementary Information Form)
    a. Children of staff (note) in either or both of the following circumstances:
        - Where the member of staff has been employed at the school for two or more years at the time for which the application for admission is made
        - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

        (note) Children of staff: criterion a applies to all staff, who work on site at the school; it does not apply to sub-contracted staff (eg: catering/cleaning/maintenance, supply teachers).
    b. An applicant '**at the heart of the place of worship'** will be a regular worshipper. This might mean one who worships twice a month for 6 months prior to the completion of the admissions application. The worshipper could be the child for whom application is made or one or both parents.
    c. An applicant '**attached to the place of worship'** will be a regular, but not frequent worshipper, by which is meant (for example) one who worships once a month (e.g. Messy church) for 6 months prior to the completion of the admissions application.
    d. An applicant '**known to the place of worship'** will not be a frequent worshipper but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some faith activity, such as a uniformed or other faith organisation
6. Pupils for whom the school's admissions body has been made aware of exceptional circumstances: children with exceptional **medical, social or compassionate** grounds for admission and whose parents can show that entry to a particular school only is necessary for the wellbeing of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source.

7. Pupils whose home address is ***outside*** the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA

DEFINITIONS

Please note that:

- **How home to school distances are calculated:**
  Home to school distances are calculated using the Herefordshire Council routing software Routefinder Pro, for full details please see: Find a school – Herefordshire Council
  This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.
- 'Parents' include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.
- 'A place of worship' refers to worshippers of the Christian faith, in a place of worship adherent to the Christian Trinity.
- 'The Home Address' will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.
- 'sibling' is defined as:
  - A full or half brother or sister
  - A step brother or step sister
  - An adoptive brother or sister
  - Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

RIGHT OF APPEAL

The procedure and process is outlined in the Local Authority's Booklet 'Information for Parents – Admissions and Transfer to Schools'.

The closing date for applications, set by the LA, is in January preceding the relevant academic year. Subsequent to this date the Governors will allocate places in accordance with the admission policy. If a place is refused, then under the 1996 Educations Act, a parent has the right of appeal, for which an application should be made in writing to the Diocesan Director of Education, The Diocesan Office, The Palace, Hereford HR4 9BL.

ADMISSION DECISION

Reception parents will be notified of the Governors' decision on the date published in the Local Authority's Booklet.

If you are offered a place at Kingsland CE Primary School, you will be given more information and your child will be invited to visit the school during the latter part of the summer term. There is a welcome and induction programme for new parents and children.

IN-YEAR APPLICATIONS

If parents wish to transfer their child to Kingsland CE Primary School from another school, the matter will need to be discussed with the Head teacher of the pupil's present school in the first instance. If it is then decided to make a formal request for transfer, this request should be made in writing using the standard Local Authority In-Year transfer form.

Within the school's admission limits of 20 pupils per year group, the allocation of places which become available during the year will be made on the basis of the Oversubscription Criteria (above) but bearing in mind that mixed age classes exist at our school, it may be possible to be flexible if a particular year group only has very few children. The Governors may refuse an in-year admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

WAITING LIST

In the circumstances where a school place cannot be immediately offered for an in-year transfer, the school will place the applicants on a waiting list. When a place becomes available, the school will refer to this waiting list and make an offer on the basis of the Oversubscription Criteria (above).

VISITS TO SCHOOL

Visits to school by prospective parents and pupils are strongly encouraged. If parents wish to look around the school, and meet with the Head teacher and staff before making a decision, appointments can be made through the school office. We warmly welcome you.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Most children start school in the September after their fourth birthday.
All children must receive full-time education from the start date of the first school term following their fifth birthday.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented a parent may request to accelerate their entry into primary school, or if a child has experienced problems such as ill health, or is a summer born child, a parent may request to defer or delay their entry into primary school. There may be other individual reasons why you wish for your child to defer, delay or accelerate entry into primary school.

- Delayed entry is when your child starts school a whole academic year later
- Deferred entry is when your child starts later in their normal school year
- Accelerated entry is when your child starts a whole academic year early

For further information, visit the Herefordshire Council website here.

SUPPLEMENTARY INFORMATION FORM (SIF)

Families who wish to apply for a Church Place at Kingsland CE Primary School, should complete a supplementary information form which is available from school (see Appendix 1). This form should be used by those families who may wish to use their Christian faith as an additional part of their application in the event of over-subscription. A SIF can also be completed for 'Pupils whose parent/parents are employed by the school'.

Kingsland CE Primary School

'Special Circumstances' Admissions Application Form

Oversubscription Criteria 5:
Pupils for whom the school's admissions body has been made aware of special circumstances or additional factors which are deemed significant enough to prioritise

Full name of child:	Date of birth:
Address: Postcode: Telephone:	

Please tick to indicate which definition the application is being made for:

☐ a. Children of staff (note) in either or both of the following circumstances:

- Where the member of staff has been employed at the school for two or more years at the time for which the application for admission is made
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

(note) Children of staff: criterion a applies to all staff, who work on site at the school; it does not apply to sub-contracted staff (eg: catering/cleaning/maintenance, supply teachers).

☐ b. An applicant '**at the heart of the place of worship'** will be a regular worshipper. This might mean one who worships twice a month for 6 months prior to the completion of the admissions application. The worshipper could be the child for whom application is made or one or both parents.

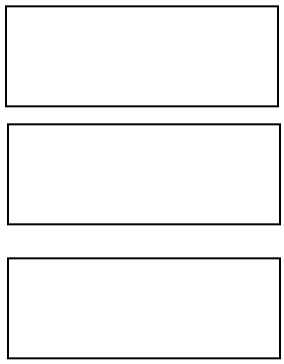
☐ c. An applicant '**attached to the place of worship'** will be a regular, but not frequent worshipper, by which is meant (for example) one who worships once a month (e.g. Messy church) for 6 months prior to the completion of the admissions application.

☐ d. An applicant '**known to the place of worship'** will not be a frequent worshipper but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some faith activity, such as a uniformed or other faith organisation.

Please add any comments which you wish to be considered:

If an application is made under Oversubscription Criteria 5b, 5c or 5d, a reference from the relevant place of worship is required:

Name of worship leader:



Decision and reasoning of the school’s admissions body: