



Kensington Avenue Primary School

Admissions Arrangements Policy 26/27

Agreed and Approved by	Local Governing Body
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Version	1

Kensington Avenue Primary Admission Arrangements for 2026/27

1. Aims

Kensington Avenue Primary is part of The Manor Trust, currently composed of the Kensington Avenue Primary and Norbury Manor High School for Girls. Our aim is to ensure all our academies have simple, consistent admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand. More information about The Manor Trust is available on our website: <http://themanortrust.org.uk/>.

This policy aims to:

- Explain how to apply for a place at the school
- 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, the school is required by its 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.

3. Definitions

The normal admissions round is the period during which parents can apply for state-funded 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 outside of England and have ceased to be in state care due to being adopted.

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

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Academy Trust by Croydon Local Authority as part of the local coordinated scheme.

The school has an Enhanced Learning Provision for children with a diagnosis of Autism, with places covering the full primary age range. These places are allocated by Croydon's Special Educational Needs team, are additional to those provided in the main school (i.e. this does not impact on the number of places available in the main school indicated as the admissions number above) and therefore are not covered by this policy document at all.

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. Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, 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
- 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 head teacher'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.

6.1 Allocation of Places

The school has an admission number of 60 for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Children attending the school's nursery class attached to an infant or primary school:

Parents of children attending the nursery class must apply for a reception class place in the usual way and are not guaranteed a place.

All applications are considered strictly in accordance with a school's admission criteria. Unless otherwise stated, children on the roll of a school's nursery class are not given priority admission into a reception class.

Twins/triplets or other multiple births for admission into an infant class:

If you are applying for twins, or children from a multiple birth, and there is only one place available at the school, legislation allows us to admit them all i.e. all siblings from a multiple birth.

6.2 Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children and all previously looked after children i.e. children in foster care, care homes, 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.
2. Children with siblings in the schools within the Trust. Siblings' are defined as "brother or sister, half-brother or sister, step brother or sister, foster-brother or sister or adopted brother or sister whose main residence is the same address as the child for whom the school place application is being made. The sibling must be at the school at the point of proposed admission." This criterion does not include siblings on roll of the school's nursery class.
3. Children of staff at a school in the Trust, in either of the following circumstances:
 - a) The member of staff has been employed for 2 or more years at the time at which the application for admission to the school is made, or
 - b) The member of staff is recruited to fill a vacant post within the Trust for which there is a demonstrable skill shortage.
4. Pupils with serious social or medical needs for attending a particular school. Supporting professional evidence must provide specific reasons why a particular school is the only school that can meet your child's needs and the detriment that would be caused if your child had to attend another school. Your application must be supported by a GP or a consultant.

For primary age children, their need to attend a particular school because of a parent's serious medical needs may also be relevant.

5. Home-to-school distance – meaning that the remaining places are allocated in order of each child's proximity to the school. 'Home-to-school distance' is defined/measured "by using the local authority's computerised measuring system, which measures the precise distance (to three decimal points) in a straight line from the pupil's main home to the designated main school entrance. 'Home address' is defined as "the child's permanent place of residence on the application deadline date. A business address, work place address, or child-minder's address will not be accepted. A relative's or carer's address can be considered ONLY if those person(s) have legal custody of the child. In these circumstances, evidence of legal custody/parental responsibility – i.e. a court order – must be supplied to Croydon Council. It is expected that where there is shared parental responsibility for a child, parents will agree which parent has the main responsibility before completing their application form. Where parents are separated and share custody, the parent with whom the child spends most of the school week (which will be the address where child benefit is payable) should make the application. An application can only be made from a single address and only one application can be made for each child. If the parent making the application lives at a different address, a letter of explanation should be given and signed by both parents".

Note – these definitions are used by the Local Authority in relation to admissions to schools that they maintain – Kensington Avenue Primary School adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.

6.3 Tie-breaker

Where the admission number given above is reached part way through one of the above over-subscription criteria, the remaining places available are allocated on proximity to the school¹; but only after any applications are considered where there is third party evidence (e.g. from a medical specialist or a social worker), provided at the time of the application, setting out the exceptional medical/social need of the child (or their parent/carers) and why only this school, rather than any other, is able to meet that need; the final decision on such applications will be made by the school's governors.

6.4 Late applications

All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list.

6.5 Deferred entry for Reception places

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school

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age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

6.4 Waiting lists

Where the school receives more applications for Reception places than there are places available, a waiting list will operate until 31 December 2026. The waiting list will be maintained by the Local Authority and it will be open to any parent or carer 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. 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 re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

6.6 Challenging behaviour

We 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. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

6.7 Fair Access Protocol

We participate in Croydon'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

Applications for in year admissions require parents to complete a Common Application Form, available from the local authority. The Common Application Form should be submitted to School Admissions at Croydon Council. Once School Admissions receive the application the child will be placed on the waiting list. The LA will email you within 10 days to notify you of the application. The following link will sign post you to the steps within the In-Year Co-ordination Scheme:

<https://www.croydon.gov.uk/schools-and-education/schools/school-admissions/admissions-infant-junior-and-primary-schools/step-by-step/primary-school-year-admissions-step-step>

If there is a vacancy and your child is at the top of the waiting list your child will be offered a place.

If a place is not available your child will continue to remain on the waiting list for the remainder of the academic year, if you wish to remain on the list after this point you must reapply by submitting a new In-Year Common Application Form. Waiting list positions can be checked by email to school.admissions@croydon.gov.uk .

8. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Croydon Local Authority independent appeals service. Appeals must be made in writing, setting out the reasons on which the appeal is made, and be lodged within the timescale given in the letter confirming the decision not to offer a place. See www.croydon.gov.uk/democracy/feedback/appeals for more information.

The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.

Kensington Avenue Primary School Appeals Timetable 2026/27

The dates and timeline for the appeals process are set in accordance with the School Admissions Appeal Code 2012. At the time of writing this document the deadline for the 26/27 process has not yet been confirmed by the LA, once this has been set this document can be updated. Appeals must be heard within 40 days after this deadline.

Primary Appeals Timetable – 2026/27 Admissions Round

- Offer Date: tbc
- Deadline for lodging appeals: tbc
- Deadline for hearing on-time appeals: tbc

9. Monitoring arrangements

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

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.