

1. Principles

1.1 Kibworth Mead Academy is part of The Mead Educational Trust (TMET) and TMET is the admissions authority for the school.

1.2 Kibworth Mead Academy

- 2.8 Kibworth Mead Academy has an Admission Number (AN) of 180 for each of its 5 year groups. If this number needs to be altered, in some cases statutory notices must be published to allow interested parties to make representations. (NB The AN of 180 will mean we will no longer offer places at Secondary Transfer, including Mid-Year Admissions for all year groups, where there are more applications than number of places available).
- 2.9 Kibworth Mead Academy cannot argue that a child should not be admitted unless the admission would prejudice the provision of efficient education or efficient use of resources: this normally means that the Admission Number (AN) must have been reached.
- 2.10 The Local Authority must allocate spare places in Kibworth Mead Academy according to objective and published priority criteria. The Greenwich Judgement means that children from other Authorities must be treated in the same way as Leicestershire children. The Rotherham Judgement disallows priority being given to parents who do not express a preference over those who do.
- 2.11 If an application for a school place is refused, parents have the right to appeal to an Independent Appeal Panel. See Section 7 for more details on appeals.
- 2.12 There are differing premises requirements for children of different ages: these are laid out in the relevant regulations.
- 2.13 There are no required staffing ratios for junior and secondary age children in education law.
- 2.14 Department for Education guidance on admissions and appeals is contained in two Codes of Practice.

- 3.2 Schools receive lists of pupils expected to transfer in advance of admission. These lists are updated regularly in the Spring/Summer before admission.
- 3.3 All requests must be referred to the LA School Admissions Service.
- 3.4 All requests received by 31st October (national closing date) will be considered first and in accordance with the approved priority criteria. All applications received after the closing date will be considered after those that have been received on time.
- 3.5 Places will normally be allocated up to the Admission Number (AN) of 180, but for exceptions see section 7 on exceeding the AN. The AN of 180 will mean we will no longer offer places at Secondary Transfer, including Mid-Year Admissions for all year groups, where there are more applications than number of places available.

4. Applications During the School Year/Mid-Year Applications Outside the Normal Round (all year groups)

- 4.1 All mid-term transfer requests will be co-ordinated through the LA School Admissions Service.
- 4.2 Before applying, parents are encouraged to arrange to visit the school, after which the parent should complete the LA's online Common Application Form (~~paper forms are available on request~~).
- 4.3 The LA will aim to notify the parents of the outcome of a mid-term application in writing within 10 school days and must notify in writing within 15 school days.
- 4.4

5.2 All requests received by 31st October (national closing date) will be considered first and in accordance with the approved priority criteria. All applications received after the closing date will be considered after those that have been received on time.

6. Priority criteria for admissions

6.1 If there are too many requests, priority will be given to children in the appropriate age range, whose parents applied on time, in the following order (see note i below).

Places will be allocated to pupils who have an Education, Health and Care Plan (EHCP) which names the School before any other allocations are made (see sections 9.1 and 9.2 for further details).

1 st	Children in the care of a local authority within England or who were previously in the care of a local authority within and outside of England. (See note ii).
2 nd	

- vi) Admission authorities may give priority in their oversubscription criteria to children of staff 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 at which the application for admission to the school is made;
 - and/or
 - The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

It has been agreed that there were procedural faults in the original appeal.

New significant evidence has come to light.

Medical reasons (apart from medical attention for distress or anxiety as a result of unsuccessful appeals).

Significant change to the school has come to light.

(This is not a finite list; each case will be considered on its merits by the lead admissions or appeals officer)

- 9.5 To be considered as *'in care or previously in care'*, Kibworth Mead Academy does not stipulate a minimum length of time the child is or has been in care.
- 9.6 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 purpose or main purpose is to benefit society.
- 9.7 Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.
- 9.8 Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Parental proof of residence

- 9.9 In determining an application for a school place, the Council on behalf of the school may request evidence of an address or of a move into a catchment area or arriving in the UK.
- a) Such evidence may include but not be limited to:
Opening Council Tax Bill;
Signed and dated copy tenancy agreement;
Copy of a letter of completion of house purchase from a solicitor.
- b) In addition to the above the following may also be asked for:
Copy of child benefit letter;
Copy of current driving licence;
Copy of registration at GP practice or hospital consultant.
- c) Where a family has moved in with relatives or friends (including new to UK):
A declaration from Parents and householder / homeowner / relative / friend confirming the applicant family now reside at the address;
A copy of most current council Tax bill from occupier;
Stamped passport or visa;
Boarding passes.

Where the Council does not consider it has been provided with satisfactory proof of address, the application will not be processed until the Council is satisfied that adequate proof has been obtained.

Children with split residence

- 9.10 Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the school for the purposes of an

application for a school place is the one where the child spends at least three 'school' nights (that is Sunday, Monday, Tuesday, Wednesday or Thursday).

9.11 Where the weekly residence arrangement varies, and a child stays with both parents, on average, for the same amount of time during the school week over a four-week period, and one parent lives in another school catchment, the parents will be required to choose one address for the purposes completing a school application. If those with parental responsibility are unable to agree on the preferences, it may be necessary for parents to obtain further legal advice. Leicestershire County Council (LCC) on behalf of the school will continue to process an application unless legal documentation is provided that states an application cannot be processed or a pending court hearing. In cases where multiple applications are received for the same child, LCC on behalf of the school will establish where the child lives for the majority of the time. Where parents cannot agree a single address, parents will be required to seek a Court Order to determine which address is to be used. Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and / or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

Changes of address

9.12 Principles:

- a) Where Kibworth Mead Academy is over-subscribed and a family move to a place of residence that makes Kibworth Mead Academy the nearest school after a published closing date for submission of applications, the School Admissions Service should seek to clarify parents' claims of change of address.
- b) Generally, only one address is recognised for each family, and only one family for each address.
- c) Places, or offers of places, may be withdrawn if they were based on incorrect information from the parents or their representatives.
- d) Each case is considered on its facts.

9.13 The Admission Number (AN) of 1

9.28 A permanently excluded pupil must not be removed from Kibworth Mead Academy register until any exclusion appeal is complete or until the time limit for notification of

he/she is receiving education elsewhere. In unclear cases, please seek advice from School Admissions and Pupil Services.

Exceptional circumstances

9.37 The School Admissions Service will always give serious consideration to any exceptional situations, such as where a family has been forced by circumstance to move into temporary accommodation, having lost their previous residence, or where there is a

will be used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received.

9.45 For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

- a) Allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a