



# **Admission Policy and Arrangements 2027 - 2028**

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Live life in all its fullness (John 10:10)

## **1. Introduction**

This document sets out the policy of Kineton C.E. (V.A.) Primary School with respect to admissions. For the purposes of this policy, the Stour Federation Multi Academy Trust is the admission authority and admissions to Kineton CE Primary School are overseen by the school's local academy council which holds responsibility for the governance and oversight of the academy.

The school aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

In accordance with government legislation, the school's local academy council consults with the Diocesan Board of Education, the Local Authority, the Stour Federation Multi-Academy Trust, other local schools, parents and other relevant persons in respect of its admissions arrangements.

## **2. Aims**

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to make the best decisions on the preferred school for their children.

## **3. Published Admission Number (PAN)**

Every year the school's local academy council will review and publish information concerning the school's admission policy. This will confirm the maximum number of children to be admitted to the school for the year of intake. The school's published admission number for year 2027-2028 is 30. If the number of applications is lower than the school's published admission number, all applicants will be admitted. If there are more applications than places available, then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order.

## **4. Priority area**

Kineton Primary School serves a priority area of the civil parishes of Kineton, Compton Verney, Combrook, Butlers Marston, and Pillerton Hersey. More information can be found at: <https://www.warwickshire.gov.uk/mapinfantprimaryschools>  
Kineton C of E Primary School can admit children out of the priority area, including out of county applications, subject to availability.

## **5. Over-subscription**

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

- a. **Children in the care of, or provided with accommodation by, a local authority within England, and 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);  
OR children who have been adopted, either through a local authority or through a voluntary adoption agency that is registered with CVAA UK.**

This category applies to all adoptions which do not fit within Category a, including those which take place outside of English law;

(a copy of the interim / full care order, or a copy of the adoption certificate, must be submitted with the application)

- b. Children who are in receipt of either the Early Years Pupil Premium or the Service Premium**, with no more than 14%\* of the places available to be allocated under this category. The child must be in receipt of the premium at the time the application is made or have been in receipt at any point since the child turned three years old.

Check your eligibility at: [www.warwickshire.gov.uk/freeschoolmeals](http://www.warwickshire.gov.uk/freeschoolmeals)

\*14% represents the national figure (13.7%) of children in receipt of Free School Meals, as stated with the Department for Education's Statistical Publication entitled, 'Schools, Pupils and their Characteristics', issued in June 2018. If the number of places from the percentage results in a decimal number then this will be rounded down to a whole number if .4 or below, and rounded up to a whole number if .5 or above. Eg: 14% of 30 = 4.2. In this case, the number of places available to allocate within this category would be a rounded down to a whole number of 4.

- c. Children who are subject to a Child in Need Plan or a Child Protection Plan** at the time of making the application, or who have been at any point since 1 September 2015, with no more than 9%\*\* of the places available to be allocated under this category;

Further checks will be undertaken by Warwickshire County Council to confirm circumstances for children who are considered under this category.

\*\*9% represents an average figure (8.7%) within the local authority of children either in need or on a child protection plan (where the conference stage commenced), when compared with cohort sizes of children aged 4 – 16, resident in Warwickshire within the 2017/18 academic year.

Data obtained from the Department for Education's statistical publication entitled, 'Characteristics of Children in Need', which contains analysis of data obtained in March 2017.

If the number of places from the percentage results in a decimal number then this will be rounded down to a whole number if .4 or below, and round up to a whole number if .5 or above. Eg: 9% of 30 = 2.7. In this case, the number of places available to allocate within this category would be a rounded up to a whole number of 3.

If there are more applicants who comply with either category b or c than the number of places available under that category, places will be allocated based on the distance between home and school, in line with the rules set out in these criteria for 'Priority within each over-subscription criterion'.

- d. Children living in the priority area for the school, who will have a sibling attending the same school in Years 1 - 6 at the time of admission in September 2027**
- e. Other children living in the priority area for the school;**
- f. Children of full or part time salaried members of staff** who have been employed at Kineton Primary School for 2 or more years at the time of which the application for admission to the school is made, and/or of a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
- g. Children living outside the priority area for the school, who will have a sibling attending the same school in Years 1 – 6 at the time of admission in September 2027**
- h. Other children living outside the priority area for the school.**

Please note:

- Children with an Education, Health and Care Plan which names Kineton C.E. (V.A.) Primary School will be offered a place first. This will reduce the number of places available.
- The definition of sibling is:
  - A brother or sister sharing the same parents;
  - Half-brother or half-sister, where two children have one common parent;
  - A stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership;
  - An adopted or fostered brother or sister.

The children must be living permanently in the same household.

- The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child sleeps for at least 50% of the week. If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home address for admission purposes.

Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional childminders, friends or relatives, are excluded.

Where a school place is offered on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority. There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term (September 2027) in relation to the coordinated admissions process. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after National Offer Day, the Local Authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits.

- If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school (priority being given to the shorter measurement). The school's local academy council will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose sibling from a multiple birth

is admitted even when there are no vacant places and the twin or sibling has been given the last place in the year group.

#### **6. Definition of home address**

Distance will be calculated by using a straight-line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Where required, individual priority for such applicants within a particular criterion will be determined by a random number generator allocation. The draw will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

#### **7. Fraudulent or Intentionally Misleading Applications**

Parents should be aware that where a school place is offered based on a fraudulent or intentionally misleading application that the place can be withdrawn even after the child has started at the school.

#### **8. Starting at the school - normal admissions round application process**

A school place in the Reception class is available for children from September following their fourth birthday.

For Warwickshire residents, application for the normal admissions round should be submitted online through the Warwickshire Admissions Service website or hard copies are available from the Local Authority. Applications should be submitted to Warwickshire Admissions Service by the date given by the Local Authority. Applicants who live outside Warwickshire should apply to their home local authority.

Applications from families moving into the area will be considered as on time if they are submitted and accompanied by proof of address by the date given by the Local Authority.

Late applications i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed. The school cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of a place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, an application may be made afresh, and a right of appeal taken up if an offer of place is refused.

#### **9. Admission of children below compulsory school age and deferred entry to school**

Where a place has already been allocated in the Reception class, parents can defer the date their child is admitted to the school until later in the academic year but not beyond the point at which they reach compulsory school age\* and not beyond the beginning of the final term of the academic year for which it was made. Where parents wish, a child below compulsory school age may attend part-time until later in the academic year but not beyond the point at which they reach compulsory school age. Once a place has been allocated, parents should make their wishes regarding deferment or part-time attendance clear to the Headteacher.

\*Compulsory school age – a child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### **10. Deferred entry to Reception class**

Some parents may feel their child is not ready to start school in the September following their fourth birthday, perhaps if their child is summer born (born from 1<sup>st</sup> April to 31<sup>st</sup> August) or due to a medical issue which has caused some level of developmental delay. Parents can request for their child to be educated out of their chronological year group and start Reception a year later. This is referred to as 'deferred entry'.

Parents who wish to request that their child be educated outside their chronological year group, and therefore start school a year later (or a year earlier, in some cases) than normal, should read the 'Guidance and Policy relating to the education of children outside their chronological year group' and complete the relevant request form, which can both be found on the website: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions) Parents should enclose any supportive evidence and documentation, for example from professionals who have worked with their child that they wish to be taken into account as part of that request.

Requests for a child to be educated out of year group must be made in line with the relevant deadline for making such a request. Where a child should chronologically be starting school in September 2027, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2027) can be found on the Warwickshire Admissions website. Requests received after this deadline may not be given consideration until after National Offer Day.

Request forms will not be processed unless approval has been given from the schools concerned, as noted on the specific request form. An agreement for a child to be educated out of year group is not a guarantee of a school offer.

Requests to defer entry into Reception will not be agreed if the only reason is that a place has not been offered at one of the preferred schools through the coordinated admissions process for the correct chronological year group.

The online application for the child to start school must also be completed and sent with the request. This ensures that the child can still be considered for a school place which is relevant to their chronological age group, if the request for deferred entry is denied. If the request is approved then the application will be withdrawn and a new application must be made for the following year of entry, in line with the admission arrangements for that particular year of entry.

A parent who chooses to defer entry by a whole school year will need to apply for a school place in the admissions round for the following year in the normal way. Their application will then be considered in the same way as all others submitted during that application year.

### **11. Applications for other children to be admitted into a class outside their normal age group**

Parents may seek a place for their child outside their normal age group, for example, if the child has experienced problems such as ill health or if they are moving from overseas and their child has not been educated in the English school system. This request should be in the form of a written letter of application addressed to the Headteacher outlining the reason(s) why the parent wishes their child to be considered for admission into a class outside their normal age group. They should enclose any supportive evidence and documentation, for example from professionals who have worked with their child that they wish to be taken into account as part of that request. Each request will be looked at on an individual basis with any decisions taken according to what is considered to be in the child's best interests.

Parents should make the request to the school in good time, at least one month prior to the child's proposed entry to school, so the request can be considered and, where a request is not agreed, for the family to have adequate time to make an alternative application for a school place before the published closing date.

These applications for admission outside normal age group will be considered alongside all other applications in accordance with the Local Authority co-ordinated admissions scheme. Parents have a statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if they have been offered a place at the school but it is not in their preferred age group.

### **12. Waiting Lists**

In the normal admissions round, it is necessary for Warwickshire residents to submit an application to the Warwickshire Admissions Service to apply for a school place. Applicants who live outside Warwickshire should apply to their home local authority. Registering interest with the school before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school's behalf in the normal admissions round.

If the school is oversubscribed following the normal admissions round, a waiting list will be maintained, until December 31<sup>st</sup> of that year. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received or if the offer of a place that becomes available is taken up or declined. The waiting list will close at the end of the autumn term. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list, which will operate for the remainder of that academic year. Non-receipt of written confirmation will result in not being placed on the newly constructed list.

### **13. Applications to Reception - Multiple Births**

If there are insufficient places to accommodate all the children of a multiple birth (e.g. twins, triplets etc.) they will be admitted where the school can accommodate them without prejudicing the efficient education and use of resources for existing pupils. They will remain an 'excepted pupil' until numbers fall back to the infant class size limit of 30.

### **14. Equal Opportunities Policy**

The admissions policy of the school is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. Where applications exceed places available, offers will be made in accordance with the oversubscription criteria.

### **15. In-Year Admissions**

Warwickshire residents, should apply directly to the Warwickshire Admissions Service who coordinate admissions throughout the course of the year. Applicants who live outside Warwickshire should apply to their home local authority. If there are more applications than places available in the year group concerned, Warwickshire Admissions Service will apply the oversubscription criteria. Warwickshire Admissions Service will notify parents of the outcome.

### **16. Fair Access (IYFA protocol, in-year fair access protocol)**

The Governing Board recognises its duty to work with the Local Authority during the course of the year to provide fair access for “hard to place” children, even where the school has already reached its published admission number – except where the infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

### **17. Appeals Procedure**

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the local academy council to refuse application for a school place. An Independent Admission Appeals Panel will be arranged by the school and details of the appeals procedure are available on the school website.

In the case of deferred entry, parents do not have a right of appeal if their request is declined as the purpose of the appeals process is to consider whether a child should be admitted to the school. However, they may make a complaint about the decision not to admit their child outside their chronological year group. Further information about the school's complaints procedure can be found on the school's website.

An objection to the admission arrangements contained within this policy which are viewed as non-compliant with the Schools Admissions Code December 2021 should be submitted to the Office of the School's Adjudicator (OSA) at [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk)

Enquiries or comments about this policy should be addressed to:

The Chair of the Local Academy Council  
Kineton C.E. Primary School  
King John's Road  
Kineton  
CV35 0HS