



KINGSWINFORD ACADEMY
ASPIRE TO EXCELLENCE

Admission Arrangements
September 2025-26

Students will be admitted at the age of 11 without reference to ability or aptitude. The number of intended admissions for the year commencing 1st September 2025 will be 180, organised as eight forms of entry.

Kingswinford Academy has an Inclusive Education Policy and the Admissions Policy aims to maximise the opportunity to meet parental preferences and to meet the individual needs of students wherever possible. The School does not use a selective policy based on academic achievement.

Students will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human rights Act 1998, The Special Educational Needs and Disability Discrimination Act 2005 and The Equality Act 2010.

Where applications for admission exceed the number of places available, the following criteria will then be applied, in the order set out below, to decide which student to admit:

1. First priority for admission shall be given to all looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
2. To students who have a brother/sister, half-brother/half-sister, (where the children share one common parent) or step-brother/step-sister, living at the same home address already at the school at the time of admission. This also applies to adopted or fostered children living at the same home address.
3. On the basis of proximity. This is determined by a straight-line measurement in metres, from the home address to the main entrance of the school.

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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 or main purpose is to benefit society.

In accordance with legislation, a child with an Education Health Care Plan (EHCP) will be offered a place if the school is named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the number of places available for children who do not have an EHCP.

The home address is considered to be the student's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a student is resident with friends or relatives (for reasons

other than guardianship), the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a student, and the student lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the student lives.

Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Local Advisory Board will exceed the admission number to prevent separation of twins / triplets.

Random allocation will be used as a tie-break in category 5 above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Admission of students outside their normal age group

Parents may seek to apply for their child's admission to Kingswinford Academy outside of their normal age group. For example, if their child is exceptionally gifted or talented or has experienced problems such as ill health. These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age.

A decision as to whether this is an appropriate course of action will be made by the Local Advisory Board who will consider the circumstances of the case and the Headteacher. Parents and carers do not have the right to insist their child is admitted to a particular Year Group.

Late Applications

Preferences that are received after the closing date will only be considered after applications that were received within the deadline have been dealt with.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent / carer at the time of application.

Waiting Lists

If a school is oversubscribed and a student has been refused admission because other students have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Students on the waiting list will be ranked in accordance with the school's published admissions criteria and the list will operate from the point of allocation of places until 31 August 2026. After this point the waiting list will no longer be in operation and places will be allocated on a first come first served basis.

Inclusion on a school's waiting list does not mean that a place will eventually become available there. A student's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admission number or any number that the school agrees they can admit) between the point of allocation and 31 August 2026 will be offered to a student according to their ranking on this list i.e. those ranked highest will be offered first.

Appeals

If you are not offered a place at the school, you have the right to appeal to an independent panel. The Local Authority will administer this process on behalf of The Trust; the relevant form and guidance notes can be obtained from The School Admissions Service.

Repeat Applications

It is not the Trust's Policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

How to apply for a place in Year 7 for September 2025

Parents must complete the Application Form which is provided by your home Local Authority.

The timetable for the process of admissions will follow the same timetable as the LA (Admissions Service) who will apply the criteria of this policy on behalf of the Local Advisory Board of Kingswinford Academy.

Note: These arrangements refer to the school year commencing 1st September 2025. Whilst the information contained herein is correct at the time of publication, it should not be assumed that there will be no change in the arrangements or matters described before 1st September 2025 or in relation to subsequent school years.