

First Class

Inclusive

Collaborative

Forward-thinking

**The Kite
Academy
Trust**
Flying high
together



KITE ACADEMY TRUST
ADMISSIONS ARRANGEMENTS 2023-24

Version 1

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1 Admission to an Academy within the Kite Academy Trust

Applications for admission at initial (Reception) and Year 3 entry will be managed in accordance with Surrey/Hampshire's coordinated schemes for primary admission according to their geographical location

Applications for admission to Reception and Year 3 must be made by **15th January 2023**.

Children with an Education, Health and Care Plan (EHCP) that name an academy will be allocated a place before other children are considered. In this way, the number of places available at an academy will be reduced by the number of children with an EHCP that have named that academy.

2 Published Admission Numbers

The Published Admission Numbers for **initial entry (Reception)** are:

Cross Farm Infant	30	Lakeside Nursery & Primary	60
The Ferns Primary	30	Mytchett Primary & Nursery	30
The Grove Primary	60	Sandringham Infant & Nursery	60
Hale Nursery & Primary	30	Wyke Primary	30
Holly Lodge Primary	60		

The Published Admission Numbers for **Year 3** entry are:

The Grove Primary	4	Lakeside Nursery & Primary	4
Hale Nursery & Primary	34	Mytchett Primary & Nursery	2
Holly Lodge Primary	4		

The Ferns Primary Academy, The Grove Primary Academy, Hale Nursery & Primary Academy, Holly Lodge Primary Academy, Lakeside Nursery & Primary Academy, Mytchett Primary & Nursery Academy and Wyke Primary Academy are through-primary schools therefore children attending these academies in Year 2 will automatically have a place in Year 3 at the academy and are **not** required to apply for a Year 3 places.

3 School Specific Admission Criteria

If the number of children who qualify under any criterion is greater than the number of places remaining available at an academy, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the nearest official academy gate for pupils to use, with children living nearest receiving the greater priority. Distances are calculated using the Local Authority's Geographical Information System.



Cross Farm Infant Academy

Where Cross Farm Infant Academy is over-subscribed, applications for entry in 2023/24 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of staff at the academy (see Note 3)
4. Siblings (see Note 4)
5. Any other children (with priority being based on the straight line distance from the child's home address to the academy - see Note 7)



The Ferns Primary Academy

Where The Ferns Primary Academy is over-subscribed, applications for entry in 2023/24 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of staff (see Note 3)
4. Siblings (see Note 4)
5. Children living in the former HCC Catchment Area for Fernhill Primary (see Note 6)
6. Any other children (with priority being based on the straight line distance from the child's home address to the academy - see Note 7)

The Ferns Primary Academy does not have a Published Admission Number for Year 3 entry however class sizes will increase to 32 places for Years 3-6. Applications for the additional places will be processed as in-year admissions (see Note 12: In-year admissions).



The Grove Primary Academy

Where The Grove Primary Academy is over-subscribed for **initial entry (Reception)**, applications for entry in 2023/24 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of staff at the academy (see Note 3)
4. Siblings (see Note 4)
5. Any other children (with priority being based on the straight line distance from the child's home address to the academy - see Note 7)

For Year 3 entry, where the academy is over-subscribed, applications in 2023/24 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of staff (see Note 3)
4. Siblings (see Note 4)
5. Children attending a named feeder school for the academy (see Note 5)
6. Any other children (with priority being based on the straight line distance from the child's home address to the academy - see Note 7)



Hale Nursery & Primary Academy

Where Hale Nursery & Primary Academy is over-subscribed for **initial entry (Reception)**, applications for entry in 2023/24 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of staff at the academy (see Note 3)
4. Siblings (see Note 4)
5. Any other children (with priority being based on the straight line distance from the child's home address to the academy - see Note 7)

For Year 3 entry, where the academy is over-subscribed, applications in 2023/24 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of staff (see Note 3)
4. Siblings (see Note 4)
5. Children attending a named feeder school for the academy (see Note 5)
6. Any other children (with priority being based on the straight line distance from the child's home address to the academy - see Note 7)



Holly Lodge Primary Academy

Where Holly Lodge Primary Academy is over-subscribed for **initial entry (Reception)**, applications for entry in 2023/24 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of staff at the academy (see Note 3)
4. Siblings (see Note 4)
5. Any other children (with priority being based on the straight line distance from the child's home address to the academy - see Note 7)

For Year 3 entry, where the academy is over-subscribed, applications in 2023/24 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of staff (see Note 3)
4. Siblings (see Note 4)
5. Children attending a named feeder school for the academy (see Note 5)
6. Any other children (with priority being based on the straight line distance from the child's home address to the academy - see Note 7)



Lakeside Nursery & Primary Academy

Where Lakeside Nursery & Primary Academy is over-subscribed for **initial entry (Reception)**, applications for entry in 2023/24 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of staff at the academy (see Note 3)
4. Siblings (see Note 4)
5. Any other children (with priority being based on the straight line distance from the child's home address to the academy - see Note 7)

For Year 3 entry, where the academy is over-subscribed, applications in 2023/24 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of staff (see Note 3)
4. Siblings (see Note 4)
5. Children attending a named feeder school for the academy (see Note 5)
6. Any other children (with priority being based on the straight line distance from the child's home address to the academy - see Note 7)



Mytchett Primary & Nursery Academy

Where Mytchett Primary & Nursery Academy is over-subscribed for **initial entry (Reception)**, applications for entry in 2023/24 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of staff at the academy (see Note 3)
4. Siblings (see Note 4)
5. Any other children (with priority being based on the straight line distance from the child's home address to the academy - see Note 7)

For Year 3 entry, where the academy is over-subscribed, applications in 2023/24 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of staff (see Note 3)
4. Siblings (see Note 4)
5. Children attending a named feeder school for the academy (see Note 5)
6. Any other children (with priority being based on the straight line distance from the child's home address to the academy - see Note 7)



Sandringham Infant & Nursery Academy

Where Sandringham Infant & Nursery Academy is over-subscribed, applications for entry in 2023/24 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of staff at the academy (see Note 3)
4. Siblings (see Note 4)
5. Any other children (with priority being based on the straight line distance from the child's home address to the academy - see Note 7)



Wyke Primary Academy

Where Wyke Primary Academy is over-subscribed, applications for entry in 2023/24 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of staff (see Note 3)
4. Siblings (see Note 4)
5. Any other children (with priority being based on the straight line distance from the child's home address to the academy - see Note 7)

4 Notes

Children with an Education, Health and Care Plan

Children who have an Education, Health and Care Plan (EHCP) which names a Kite Academy Trust academy will be admitted to that academy by law under the Children and Families Act 2014. These children will count towards the academy's Published Admission Number therefore the number of places available at an academy will be reduced by the number of children with an EHCP that have named that academy.

Note 1: Looked after and previously looked after children

Looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
- children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Parents/carers will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

Places will be allocated under this criterion when places are first offered at an academy and the local authority may also ask schools to admit over their Published Admission Number at other times under this criterion.

Note 2: Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular academy and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this academy above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these. Some mainstream schools have units attached which provide specialist provision for children with an education, health and care plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

Places may be allocated under this criterion when places are first offered at an academy and the local authority may also ask academies to admit over their published admission number at other times under this criterion.

Please note: In addition to applying as all other applicants, applicants who wish to be considered for priority under the criterion of exceptional social/medical need must complete a Supplementary Information Form (see Appendix 7) directly to the academy by the closing date for applications.

Note 3: Children of staff at the academy

This criterion applies where an application is made for a place at the academy at which the child's parent is employed and will be applied where:

- i. the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, and/or
- ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Please note: Staff must apply as all other applicants and complete and submit a Supplementary Information Form (see Appendix 8) directly to the academy by the closing date for applications.

Note 4: Siblings

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

A child will be given sibling priority at The Ferns Primary Academy, The Grove Primary Academy, Hale Nursery & Primary Academy, Holly Lodge Primary Academy, Lakeside Nursery & Primary Academy, Mytchett Primary Academy and Wyke Primary Academy if they have a sibling who will be at the academy at the time of admission.

A child will be given sibling priority at Cross Farm Infant Academy and Sandringham Infant & Nursery Academy if they have a sibling who is currently at the academy or who has left the academy up to 2 years previously of 1st September 2023.

Please note: In addition to applying as all other applicants, if you are applying to Cross Farm Infant Academy or Sandringham Infant & Nursery Academy for sibling priority and your older child left within two years, please complete and submit a Supplementary Information Form (see Appendix 9) directly to the academy by the closing date for applications.

Note 5: Children attending a named feeder school for the academy

This criterion only applies for applications for Year 3 entry to the following primary academies and is applicable to children who attend a named feeder school in Year 2. It will not be applied if a child leaves the feeder school.

Primary Academy

Feeder School(s)

The Grove Primary	Cross Farm Infant; Sandringham Infant & Nursery
Hale Nursery & Primary	Folly Hill Infant School
Holly Lodge Primary	Cross Farm Infant; Sandringham Infant & Nursery
Lakeside Primary	Cross Farm Infant; Sandringham Infant & Nursery
Mytchett Nursery & Primary	Cross Farm Infant; Sandringham Infant & Nursery

Note 6: Children living in the former HCC Catchment Area for The Ferns Primary (formerly Fernhill Primary)

This criterion only applies for applications to The Ferns Primary Academy and is applicable to children living in the former catchment area designated by Hampshire County Council (see 4 Catchment Area Information).

Note 7: Any other children

Remaining places will be offered on the basis of closest proximity of the child’s home address to the academy. The distance will be measured in a straight line from the main entrance of the child’s address, using Ordnance Survey data, to the nearest official academy gate for pupils to use. This is calculated using the Local Authority’s Geographical Information System.

Note 8: Home address

The child’s home address excludes any business or childminder’s address and must be the child’s normal place of residence. It also excludes any relative’s address unless the child lives at that address as their normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit, we will

accept the application from the parent/carer whose address is registered with the child's current school or nursery.

A temporary address will not generally be accepted if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain an academy place when an alternative address is still available to that child.

All distances will be measured by the Local Authority Admissions Service's computerised Geographical Information System.

The address to be used for the initial allocation of a places to Reception and Year 3 will be the child's address at the closing date for application. Changes of address may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the academy and the local authority of any change of address.

Note 9: Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the academy will:

- a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This will include accepting a Unit postal address or quartering area address for a service child. The academy will not refuse a service child a place because the family does not currently live in the area, nor will it reserve blocks of places for these children;
- b) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children.

Note 10: Tie breaker and the admission of multiple birth siblings or siblings born in the same academic year

Unless stipulated otherwise, if within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the academy, with children living nearest receiving the greater priority. Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest official academy gate for pupils to use. This is calculated using the Local Authority's Geographical Information System

Where two or more children share a priority for a place, e.g. where two children live equidistant from an academy, random allocation will be used to determine which child should be given priority.

Any child from a multiple birth will be offered a place if one child has already been offered a place and the subsequent child(ren) are ranked consecutively. Any child from a multiple birth who cannot be offered a place will be placed on the waiting list and the parent given the right of appeal.

Note 11: Waiting lists

Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for each academy without regard to the date the application was received or when a child's name was added to the waiting list. Each child added to a waiting list will require the list to be ranked again in line with the oversubscription criteria, meaning that a child's position on a waiting list may go up or down. Looked after children or previously looked after children allocated a place at an academy in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Waiting lists for Reception and Year 3 intake for September 2023 will be maintained until the last day of the summer term 2024, at which point they will be cancelled. Parents must reapply for in-year admission if they wish their child's name to remain on the waiting list for the following year.

Where waiting lists exist for places in other years, these will also be cancelled at the end of the academic year. Parents must write to the academy if they wish for their child to remain on the waiting list after this time, however they will not be required to complete an additional application form.

Note 12: In-year admissions

The following applications will be treated as in-year admissions during 2023/24:

- Applications for admission to Reception which are received after 1st September 2023;
- For an academy with a Published Admission Number for Year 3, applications for admission to Year 3 which are received after 1st September 2023;
- all other applications for admission to Years 1 to 6.

Where there are more applications than places available, each application will be ranked in accordance with the oversubscription criteria for each academy.

Note 13: Starting school

There is a single intake into Reception. All children whose date of birth falls between 1 September 2018 and 31 August 2019 will be eligible to apply for a full-time place in Reception for September 2023. Applicants can defer their child's entry to Reception until later in the academic year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part-time until their child reaches statutory school age. In any of these cases, please talk to the Head Teacher early on in the process.

Note 14: The admission of children outside of their chronological year group

Making a decision in the child's best interest

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

Whilst evidence shows that, statistically speaking, summer born children may perform less well in school tests, this does not mean that all children born in the summer term will struggle at school. Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to delay their child's entry to school, we would recommend that parents visit the academy they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the Reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have about their child's readiness for school. It is also important to note that, whether they attend a primary school or an early years setting during the academic year following their fourth birthday, children will receive the Early Years Foundation Stage curriculum which is largely based around learning through play.

The Kite Academy Trust agrees that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated out of their normal age group in very limited circumstances.

Parental requests require the admission authority to take account of the child's individual needs and abilities and to consider whether these can best be met in Reception or Year 1. It will also involve taking account of the potential impact on the child of being admitted to Year 1 without first having completed the Reception year. The views of the Head Teacher will be an important part of this consideration.

Application Process

Where a parent requests their child is admitted out of their normal age group, the admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Head Teacher, the admissions authority agrees for the child to have a decelerated entry to the academy, the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.

We expect parents to provide us with information in support of their request; without it, it is unlikely that a decision on the basis of the circumstances of the case can be made. This should demonstrate why it would be in the child's interests to be admitted to Reception rather than Year 1. In some cases, parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there is no expectation that parents will obtain professional evidence that they do not already have. The Kite Academy Trust will still consider requests that are not accompanied by professional evidence.

Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the Head Teacher, the admissions authority agrees for the child to have an accelerated entry to the academy, the application will be processed. If it is not agreed for the child to have an accelerated entry, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide any evidence they have to support this.

Note 15: Home to school transport

Surrey and Hampshire County Councils have Home to School Transport policies that set out the circumstances that children might qualify for free home to school transport.

Generally, transport will only be considered if a child is under 8 years old and is travelling more than two miles or is over 8 years old and travelling more than three miles to the nearest school with a place. Transport will not generally be provided to a school that is further away if a child would have been offered a place at a nearer school had it been named as a preference on the application form.

Eligibility to transport is not linked to the admission criteria of an academy. In considering admission criteria and school preferences it is important that applicants also consider the home to school transport policy so they might take account of the likelihood of receiving free transport to their preferred school before making their application.

Surrey's Home to School Transport policy is available on Surrey's website at www.surreycc.gov.uk or from the Surrey Schools and Childcare Service on 0300 200 1004.

Hampshire's Home to School Transport policy is available on Hampshire's website at www.hants.gov.uk or from the Transport Team 01962 846924.

5 Academy Contact Details



Kite Academy Trust

c/o Holly Lodge Primary Academy, Stratford Road, Ash Vale, GU12 5PX

Tel: 01252 984930

Email: info@kite.academy

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Mytchett Primary & Nursery Academy

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Wyke Primary Academy

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GU3 2HS
01483 811197

info@wyke.kite.academy

The Ferns Primary Academy

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01276 31554

info@ferns.kite.academy

Hale Nursery & Primary Academy

Upper Hale Road
Farnham
Surrey
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Lakeside Nursery & Primary Academy

Alphington Avenue
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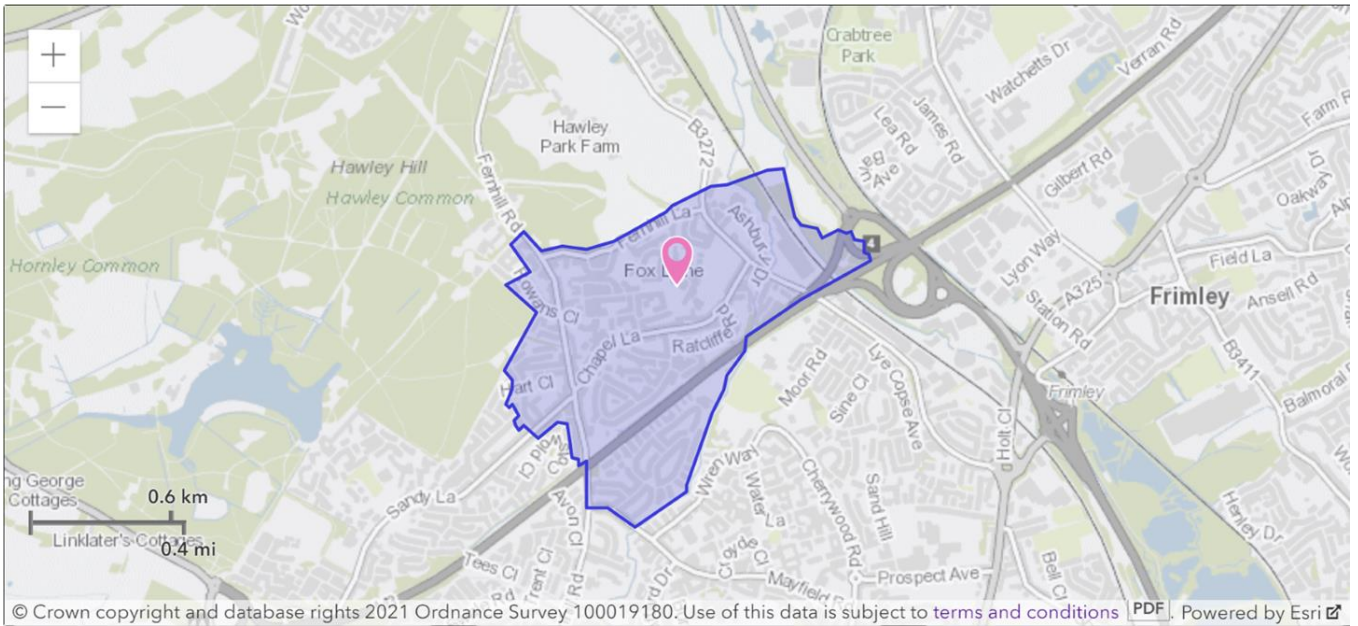
Sandringham Infant & Nursery Academy

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01252 837538

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6 Catchment Area Information

As indicated at Note 6, for applications to The Ferns Primary Academy, priority will be given to children living in the former catchment area designated by Hampshire County Council as below:



Further details of the catchment area can be obtained from Hampshire County Council.



SUPPLEMENTARY INFORMATION FORM – SOCIAL/MEDICAL NEED

Only to be completed for applications under Criterion 2 – Exceptional Social/Medical Need

Applications for entry on the basis of exceptional social/medical need must be supported by submission of this form. Recent supporting evidence from relevant registered professional(s) involved with the child must also be submitted with this form, such as a doctor and/or consultant for medical cases or a social worker, health professional, housing officer, the police or probation officer for other social circumstances. All evidence must be on letter headed paper and reflect the child’s current situation. The evidence must confirm the circumstances of the case and must set out why the child should attend the preference academy and why no other school could meet the child’s needs. Once completed it must be returned Admissions Officer by 15th January 2023

Child’s Surname:	
Child’s Forename(s):	
Date of Birth:	
Address:	
Name of academy for which priority is sought through exceptional social/medical need	
Please give the particular reasons why the academy named above is the only school that can meet the needs of the child and the difficulties that would be caused if the child had to attend another school	
Please list the supporting evidence that is being submitted to support the application under the exceptional social/medical need criterion	
Declaration:	

I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with the local authority, admissions authorities, schools and Government agencies where necessary.

I understand that the outcome of this request for exceptional social/medical priority will be on the basis that the information I provide is accurate and correct and that if any information changes it is my responsibility to inform the local authority.

I confirm that all relevant sections have been completed fully and I have supplied all the supporting evidence from the professionals involved to support my application under social and medical grounds.

I understand that if I submit this form or evidence after the closing date it may not be considered until after the national offer day.

I certify that I have parental responsibility for the child named on this form and that the information I have given is correct.

Signature of Parent/Guardian:

Print Name:

Date:

Academy
Trust
Flying high
together





SUPPLEMENTARY INFORMATION – CHILDREN OF STAFF

Only to be completed for applications under Criterion 3 – Children of Staff

Applications for entry on a staff basis must be supported by submission of this form. Once completed it must be returned to the Admissions Officer by 15th January 2023.

Child's Surname:	
Child's Forename(s):	
Date of Birth:	
Name of Related Member of Staff:	
Address:	
Telephone Number (Home):	
Telephone Number (Mobile):	
E-mail Address:	
I confirm I am a current member of staff at the academy and:	
<input type="checkbox"/>	I have been working at the academy for at least two years; or
<input type="checkbox"/>	I meet a skills shortage.
Signature of Parent/Guardian:	
Print Name:	
Date:	



SUPPLEMENTARY INFORMATION – SIBLINGS

Only to be completed for applications under Criterion 4 – Sibling left Infant Academy within 2 years

Applications for entry relating to a sibling who left Cross Farm Infant Academy or Sandringham Infant & Nursery Academy within two years must be supported by submission of this form. Once completed, it must be returned to the Admissions Officer by 15th January 2023.

Please note – it is not necessary to complete this form if the child for whom an application is being made will have a sibling at the academy at the time of admission.

Child's Surname:	
Child's Forename(s):	
Date of Birth:	
Name of Sibling who left within last two years:	
Address:	
Telephone Number (Home):	
Telephone Number (Mobile):	
E-mail Address:	
<input type="checkbox"/> I have a child who left the academy within the last two years of September 2023	
Signature of Parent/Guardian:	
Print Number:	
Date:	