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THE KITE ACADEMY TRUST

ADMISSIONS ARRANGEMENTS 2028-29

Contents

1 Admission to an Academy within The Kite Academy Trust 1

2 Published Admission Numbers 1

3 School Specific Admission Criteria 1

4 Notes 5

5 Academy Contact Details 13

6 Catchment Area Information 14

Appendix 1 - Supplementary Information Form (Exceptional Social/Medical Need) 15

Appendix 2 - Supplementary Information Form (Children of Staff) 17

Appendix 3 - Supplementary Information Form (Sibling left Infant Academy within 2 years) 18

Appendix 4 - Supplementary Information Form (Admission Outside of Chronological Age Group) 19

DRAFT

1 Admission to an Academy within The Kite Academy Trust

The Kite Academy Trust is the admission authority for all its academies. The allocation of school places at initial entry (Reception Class) and Year 3 (where applicable) is made in accordance with these admissions arrangements.

Applications for admission at initial (Reception) and Year 3 entry will be managed in accordance with Surrey[1]/ Hampshire's coordinated schemes for primary admission. Applications must be made by **15th January 2028.**

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**	Holly Lodge Primary	**60**
The Ferns Primary	**30**	Lakeside Nursery & Primary	**60**
Folly Hill Infant	**30**	Mytchett Primary & Nursery	**30**
The Grove Primary	**60**	Sandringham Infant & Nursery	**60**
Hale Nursery & Primary	**30**		

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

The Grove Primary	**4**	Lakeside Nursery & Primary	**4**
Hale Nursery & Primary	**2**	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 and Mytchett Primary & Nursery 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 place.

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 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 2028/29 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)

[1] From 1 April 2027, any reference to Surrey should be read as a reference to the new West Surrey unitary authority.

DRAFT

The Ferns Primary Academy

Where The Ferns Primary Academy is over-subscribed, applications for entry in 2028/29 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 13: In-year admissions).

Folly Hill Infant Academy

Where Folly Hill Infant Academy is over-subscribed, applications for entry in 2028/29 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 Grove Primary Academy

Where The Grove Primary Academy is over-subscribed for **initial entry (Reception)**, applications for entry in 2028/29 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 2028/29 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 2028/29 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 2028/29 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 2028/29 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 2028/29 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)

DRAFT

Lakeside Nursery & Primary Academy

Where Lakeside Nursery & Primary Academy is over-subscribed for **initial entry (Reception)**, applications for entry in 2028/29 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 2028/29 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 2028/29 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 2028/29 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)

DRAFT

Sandringham Infant & Nursery Academy

Where Sandringham Infant & Nursery Academy is over-subscribed, applications for entry in 2028/29 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)

4 Notes

Applying for a school place

Parents apply to the local authority in which they live for places at their preferred schools. Parents are able to express a preference for at least three schools. The application can include schools outside the local authority where the child lives: a parent can apply for a place for their child at any state-funded school in any area. If a school is undersubscribed, any parent that applies must be offered a place. When oversubscribed, applications must be ranked in order against its published oversubscription criteria and offers for places made according to the ranked list.

Parents **must** make a separate application for any transfer from nursery to primary school, and from infant to junior school. Parents with children at a through-primary school (i.e. with classes from Reception to Year 6) **are not required** to apply for a Year 3 place at the same school.

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 (1) 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 (1) 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. 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 submitting an application to the Local Authority, applicants who wish to be considered for priority under the criterion of 'exceptional social/medical need' must complete a Supplementary Information Form (see Appendix 1) and submit directly to the academy by the closing date for primary school applications (15th January). The Supplementary Information Form must be accompanied by recent supporting evidence, as described above, on letter headed paper. If the Supplementary Information Form is submitted late, it may not be considered until after the initial allocation of places.*

Note 3: Children of staff at the academy

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

For the purpose of this criterion, a person will be considered to be a child's parent if they are living in the same family unit as the child at the same address and are:

- their mother or father;
- any other person who has parental responsibility, such as an adoptive parent, step-parent, a special guardian or person named in a child arrangements order;
- any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer.

Please note: *In addition to submitting an application to the Local Authority, applicants who wish to be considered for priority under the criterion of 'children of staff at the academy' must complete a Supplementary Information Form (see Appendix 2) and submit directly to the academy by the closing date for primary school applications (15th January). If the Supplementary Information Form is submitted late, it may not be considered until after the initial allocation of places.*

For applications for initial entry (Reception), the length of employment will be considered as of the closing date for applications. For in year applications and for the purpose of maintaining a waiting list, the length of employment will be considered as of the date the application is received or the date a place becomes available (if a place is considered from the waiting list).

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 Folly Hill Infant Academy, The Ferns Primary Academy, The Grove Primary Academy, Hale Nursery & Primary Academy, Holly Lodge Primary Academy, Lakeside Nursery & Primary Academy and Mytchett Primary Academy if they have a sibling on roll at the academy and that sibling is still expected to be on roll at that school at the time of the child's 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 prior to 1st September 2028.

A child will not be eligible for sibling priority if their sibling is attending or due to attend a nursery that is attached to the academy.

For applications made as part of a normal intake, sibling priority will be assessed according to whether the sibling was on roll at the academy on the closing date for applications (15th January 2028). If a sibling starts at the academy after the closing date but before the last date for late applications (as set out in the Local Authority's coordinated scheme), sibling priority may be assessed but only if details are received from the parent by this date.

At the initial allocation, when an applicant is applying for both a Reception place and a Year 3 place at a primary school which has an intake at Reception and Year 3, if a place can only be offered to one child, the waiting list position for the other child will be adjusted to reflect the fact that they are expected to have a sibling in the school in September 2028.

A mainstream child will also be given sibling priority for a school if they have a sibling with a final EHCP that names the same school, as long as the sibling with the EHCP is expected to start at the school before or on the same date as the mainstream child. Applicants will have to declare the details of any child whose EHCP names the school in order to be considered for sibling priority.

If a sibling leaves the school concerned after the application but before the national offer day, the applicant must let the Local Authority School Admissions Team know as this may affect the child's sibling priority. The right to withdraw an offer of a place (prior to the child starting at the school) that has been made on the basis of sibling priority is reserved if information comes to light that the applicant had claimed that priority in the knowledge that the child's sibling would have left the school concerned by the time of the child's admission; or if the applicant failed to notify the Local Authority School Admissions Team of a change that took place prior to the national offer day that would affect the child's sibling priority.

For in year applications and for the purpose of maintaining a waiting list, sibling priority will be assessed as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list. In all cases, the sibling must also be expected to be on roll at the school or linked school on the date of the child's admission.

Please note: *In addition to submitting an application to the Local Authority, applicants who wish to be considered for sibling priority at Cross Farm Infant Academy or Sandringham Infant & Nursery Academy, where an older sibling left the academy within two years, must complete a Supplementary Information Form (see Appendix 3) and submit directly to the academy by the closing date for primary school applications (15th January). If the Supplementary Information Form is submitted late, it may not be considered until after the initial allocation of places.*

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 (see below).

Primary Academy	Feeder School(s)
The Grove Primary	Cross Farm Infant; Sandringham Infant & Nursery
Hale Nursery & Primary	Folly Hill Infant
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

Feeder priority will be assessed according to whether the child was on roll at the feeder infant academy on the closing date for applications (15th January 2028). If a child starts at a feeder academy after the closing date but before the last date for late applications (as set out in the Local Authority's coordinated scheme), feeder priority may be assessed but only if details are received from the parent by this date.

For waiting lists up to the end of August 2028, feeder priority will be assessed as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list.

Note 6: Children living in the former HCC Catchment Area for 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 6 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.

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.

Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Proof of address may be requested. Applicants have a responsibility to notify the academy and the Local Authority of any change of address. The address to be used for waiting lists, after the initial allocation, will be the child's current address.

If an applicant is found to have supplied false or deliberately misleading information, or to have withheld any relevant information, The Kite Academy Trust reserves the right to withdraw any offer of a place, prior to the child starting at the school.

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

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:

i. process the application in advance of the family arriving in the area where it is accompanied by an official letter confirming the relocation date. Where evidence of the intended address is available, that address will be used when applying the oversubscription criteria. Where requested, a Unit postal address or quartering area address will be accepted as the child's home address. An application will not be refused or delayed solely because the family does not yet have an intended address or does not yet live in the area;
ii. ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children.

Note 10: Infant class size

The maximum number of pupils legally permitted to be in an infant class (Reception, Year 1 or Year 2) is 30. Additional children may be admitted under limited exceptional circumstances (as detailed in the **School Admissions Code (2021)**, paragraph 2.16. These children are known as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the infant class size limit.

Note 11: 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, the Local Authority Admission Team will determine which child should be given priority by using a computer generated number that is assigned randomly to each applicant, with the child assigned the lower number receiving the higher priority.

In the case of multiple births, where one child is offered the last place available within the published admission number, any further child of the same multiple birth will also be offered a place. Where this would result in exceeding the infant class size limit of 30 pupils, the child(ren) will be admitted as 'excepted pupils' (see note 10 above).

Note 12: 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 2028 will be maintained until the end of the summer term 2028, 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 each 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 13: In-year admissions

The following applications will be treated as in-year admissions during 2028/29:

- Applications for admission to Reception which are received after 1st September 2028;
- For an academy with a Published Admission Number for Year 3, applications for admission to Year 3 which are received after 1st September 2028;
- all other applications for admission to Years 1 to 6.

Applications for in-year admission may be made at any time. Details of how to apply, including the relevant application form, are available on individual academy websites. Parents will be notified in writing of the outcome of an in-year application as soon as possible and, in any event, within 15 school days of receipt of the application.

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

Where an application is refused, the decision letter will explain the reason for refusal and provide details of the statutory right of appeal.

Note 14: Starting school and 'summer born' children

There is a single intake into Reception. All children whose date of birth falls between 1 September 2023 and 31 August 2024 will be eligible to apply for a full-time place in Reception for September 2028.

Where a Reception place has been offered, the child is entitled to take up that place on a full-time basis from September following their fourth birthday. Parents may defer the date of admission until later in the academic year, but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the academic year for which the offer was made. Parents may also choose for their child to attend part-time until compulsory school age. In any of these cases, please talk to the Academy Headteacher early on in the process.

Parents of a summer born child (a child born between 1st April and 31st August) have the right to choose not to send their child to school until the September following their fifth birthday, thereby reapplying for their child to start school in Year 1. Parents of a summer born child may wish to request their child is admitted to Reception instead of Year 1 and therefore educated out of their chronological year group (see note 15 below). This does not apply to children born in the autumn and spring as these children must legally be in school full-time in the term after they turn five years old.

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. It is the view of the Department for Education that most summer-born children will thrive if they are admitted to Reception aged 4 and that it should not become the norm for summer-born children to begin Reception at age 5. It is also the Department's belief that it is rarely in a child's best interests to miss a year of their education, for example, by beginning primary school in Year 1 rather than Reception.

Before deciding to delay their child's entry to school, we would recommend that parents visit the schools they are thinking of applying for. Teachers are skilled at differentiating the curriculum to meet a diverse range of needs and 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 parents 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.

Note 15: The admission of children outside of their chronological year group

Parents may seek a place for their child outside of their chronological (correct) age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

There is no requirement for exceptional circumstances to exist, nor for a child to have a medical need or SEND, for admission outside the normal age group to be in the child's best interests.

Whilst there is no statutory barrier to children being educated out of their chronological year group, there is no duty to agree such a request and a parent cannot insist their child is educated out of their normal year group. In general, it is the view of the Department for Education that most children should be educated in their chronological year group, with the curriculum differentiated as appropriate.

The Kite Academy Trust, as the admission authority for all its academies, is responsible for making the decision on an out of chronological year group request. In such cases, The Kite Academy Trust will consider the circumstances of each case and make a decision based on the best interests of the child concerned; the views of the Academy Headteacher will be an important part of this consideration.

Application Process

If a parent wishes to request that their child is admitted to a younger year group as part of the normal mainstream intake to an academy, they should initially apply for a school place in line with the application dates appropriate for the chronological year group of their child.

At the same time, parents must submit their request for their child to be educated out of their chronological year group, along with any supporting evidence they may have,

In addition to submitting an application to the Local Authority, parents who wish to request that their child is educated out of their chronological year group must complete a Supplementary Information Form (see Appendix 4) and submit this directly to The Kite Academy Trust as early as possible in advance of the national closing date for primary school applications (15th January). The Supplementary Information Form should be accompanied by any supporting documentation that the parent would like to be considered. If the Supplementary Information Form is submitted late, it may not be considered until after the initial allocation of places.

There is no expectation for a parent to obtain professional evidence they do not already have, however submitting all available evidence and information will assist in determining whether it would be in the child's best interests to meet the request. The Kite Academy Trust will still consider requests that are not accompanied by professional evidence.

Applying at the normal time will ensure that an 'in principle' decision can be made on the out of chronological year group request in good time. This also means, should a request be refused, a parent maintains the option of sending their child to school in their chronological year group, thus ensuring their child does not miss out on accessing a year of education. If the request is agreed 'in principle', this does not guarantee a place at a particular school for the following year, and parents must apply for a place at that time along with all other parents for that cohort.

Upon receipt of a completed supplementary information form (and any supporting documentation), The Kite Academy Trust Executive Team will consider the request for admission outside of a chronological year group based on the circumstances of the case and in the best interests of the child concerned. The factors that will be taken into consideration will include:

- The parent's views;
- The Academy Headteacher's views;
- Information about the child's academic, social and emotional development;
- Where relevant, the child's medical history and the views of their medical professionals;
- Whether the child has previously been educated or attended a nursery outside their normal age group;
- Whether the child may naturally have fallen into a lower age group if not for being born prematurely.

This is a non-exhaustive list and there may be other relevant factors to be considered.

Having considered the circumstances of the case and the best interests of the child concerned, The Kite Academy Trust Executive Team will decide whether to agree or refuse the application, and subsequently determine to which year group the child should be admitted. Parents will be informed in writing of the Executive Team's decision; where the decision has been to refuse admission outside of a chronological age group, the response will detail the reasons for this decision.

Where The Kite Academy Trust Executive Team consider it in the child's best interest to be admitted outside of their chronological age group, this will be an agreement in principle to the child being admitted to the stated year group and is **not** an offer of a place. For the avoidance of doubt, this means that even where the Executive Team has agreed in principle to a child being admitted outside their chronological age group, there is no guarantee that a place in the desired year group will be achieved for the child. The Executive Team's agreement in principal is an indication that the application to the desired year group will be accepted but does not give priority to the application over other applications received.

An admission application for a school place must be submitted to the Local Authority in the normal way; once submitted, this application will be processed with all other applications for that year group, with the oversubscription criteria being applied as appropriate (i.e. where more applications are received than there are places available). The admission application must be accompanied by the written confirmation of The Kite Academy Trust Executive Team's agreement in principle to admit the child outside of their chronological age group.

Parents do not have a statutory right of appeal against a decision to refuse admission outside of a chronological age group, however a complaint can be submitted under The Kite Academy Trust's Academy Complaints Policy if parents believe that the above process was not properly applied.

If it is agreed that the child should have a decelerated entry to school (i.e. to start later than other children in their chronological age group), the place cannot be deferred and instead the parent will be invited to apply again in the following year for the decelerated cohort.

If it is agreed that the child should have an accelerated entry to school (i.e. to start earlier than other children in their chronological age group), the application will be processed. If it is not agreed for the child to have an accelerated entry, the parent will be invited to apply again in the following year for the correct cohort.

Note 16: Home to school transport

Surrey and Hampshire County Councils have Home to School Transport policies that set out the circumstances in which 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

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

Tel: 01252 984930

Email: info@kite.academy

www.thekiteacademytrust.org

Cross Farm Infant Academy
Gresham Way
Frimley Green
Surrey
GU16 6LZ
01252 835847
office@crossfarm.kite.academy

Folly Hill Infant Academy
Coniston Drive
Farnham
Surrey
GU9 0DB
01252 716121
info@follyhill.kite.academy

Hale Nursery & Primary Academy
Upper Hale Road
Farnham
Surrey
GU9 0LR
01252 716729
admin@hale.kite.academy

Lakeside Nursery & Primary Academy
Mindenhurst Road
Deepcut
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GU16 6QP
01276 469200
info@lakeside.kite.academy

Sandringham Infant & Nursery Academy
Sandringham Way
Frimley
Surrey
GU16 9YF
01252 837538
info@sandringham.kite.academy

The Ferns Primary Academy
Field Road
Farnborough
Hampshire
GU14 9FX
01276 31554
info@ferns.kite.academy

The Grove Primary Academy
Chobham Road
Frimley
Surrey
GU16 8PG
01276 22447
info@grove.kite.academy

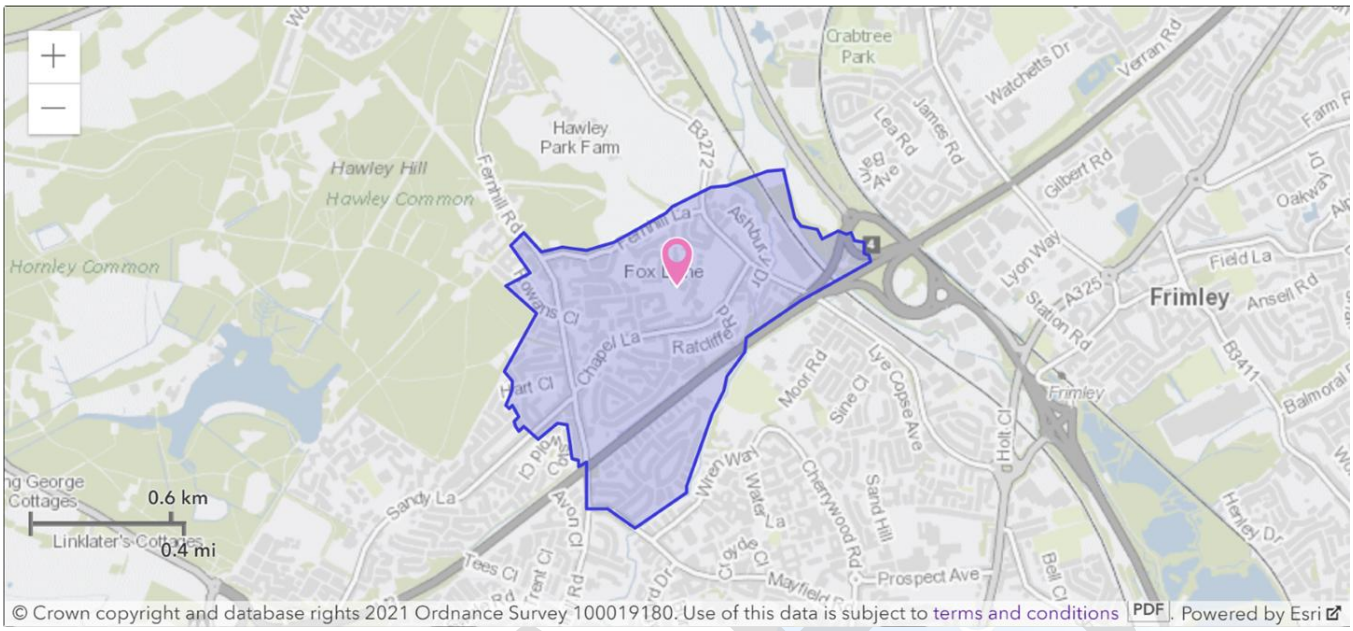
Holly Lodge Primary Academy
Stratford Road
Ash Vale
Surrey
GU12 5DX
01252 548390
info@hollylodge.kite.academy

Mytchett Primary & Nursery Academy
Hamesmoor Road
Mytchett
Surrey
GU16 6JB
01252 544009
info@mytchett.kite.academy

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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.

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SUPPLEMENTARY INFORMATION FORM – SOCIAL/MEDICAL NEED

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

Applications for priority 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, this form must be submitted to the academy office by the national closing date for primary school applications (15th January).

Child's Details	
Child's Surname:	
Child's Forename(s):	
Child's Date of Birth:	
Child's Main Home Address:	
Parent's Details	
Parent's Surname:	
Parent's Forename(s):	
Parent's Home Address: *(if different)*	
Parent's Email Address:	
Parent's Telephone Number:	
Application Details	
Name of academy for which priority is sought under the exceptional social/medical need criterion:	
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 all evidence/documents attached in support of your application under the exceptional social/medical need criterion:	

Declaration

I understand that the information contained in this form is subject to the UK GDPR and Data Protection Act 2018, 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 for primary school applications 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 provided on this form is true and accurate, to the best of my knowledge and belief.

Signature of Parent/Guardian:	
Print Name:	
Date:	

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SUPPLEMENTARY INFORMATION – CHILDREN OF STAFF

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

Applications for priority as a child of a member of staff at an academy must be supported by submission of this form. Once completed, this form must be submitted to the academy office by the national closing date for primary school applications (15th January).

Child's Details	
Child's Surname:	
Child's Forename(s):	
Child's Date of Birth:	
Child's Main Home Address:	
Parent's Details	
Parent's Surname:	
Parent's Forename(s):	
Parent's Email Address:	
Parent's Telephone Number:	
Application Details	
Name of academy for which priority is sought under the children of staff criterion:	

Declaration

I confirm I am a current member of staff at the academy named above and (please tick as appropriate):

- ☐ I have been working at the academy for at least two years; or
- ☐ I meet a skills shortage.

I understand that the information contained in this form is subject to the UK GDPR and Data Protection Act 2018 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 priority under the children of staff criterion will be on the basis that the information I provide is accurate and correct. I understand that if I submit this form or evidence after the closing date for primary school applications, it may not be considered until after the national offer day.

I certify that I am the parent of the child named on this form (as defined at note 3 of The Kite Academy Trust Admissions Arrangements) and that the information provided on this form is true and accurate, to the best of my knowledge and belief.

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 priority 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, this form must be submitted to the academy office by the national closing date for primary school applications (15th January).

***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 Details	
Child's Surname:	
Child's Forename(s):	
Child's Date of Birth:	
Child's Main Home Address:	
Parent's Details	
Parent's Surname:	
Parent's Forename(s):	
Parent's Home Address: *(if different)*	
Parent's Email Address:	
Parent's Telephone Number:	
Application Details	
Name of academy for which priority is sought:	
Name of Sibling who left within last two years:	

Declaration

I confirm that I have a child who left the academy named above within the last two years of September 2028.

I understand that the information contained in this form is subject to the UK GDPR and Data Protection Act 2018 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 priority will be on the basis that the information I provide is accurate and correct. I understand that if I submit this form or evidence after the closing date for primary school applications, 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 provided on this form is true and accurate, to the best of my knowledge and belief.

Signature of Parent/Guardian:	
Print Name:	
Date:	

Appendix 4 - Supplementary Information Form (Admission Outside of Chronological Age Group)

SUPPLEMENTARY INFORMATION FORM – ADMISSION OUTSIDE OF CHRONOLOGICAL AGE GROUP

Only to be completed for applications for a child to be admitted outside of their chronological age group.

An application for admission outside of a child's chronological age group must be made by submission of this form. The completed form and any supporting documentation must be submitted to The Kite Academy Trust Executive Team as soon as possible in advance of the national closing date for primary school applications (15th January).

This is **NOT** an application for a school place – it is an application for an agreement in principle for a child to be admitted outside of their chronological year group. A separate admission application for a school place must be submitted to the Local Authority in the normal way.

Where an agreement in principal to admission outside of a chronological age group is given, written confirmation of this from The Kite Academy Trust Executive Team must accompany the admission application for a school place. It should be noted that an agreement in principle does not guarantee a place in the desired year group nor does it give priority to the application over other applications received.

Child's Details	
Child's Surname:	
Child's Forename(s):	
Child's Date of Birth:	
Child's Main Home Address:	
Parent's Details	
Parent's Surname:	
Parent's Forename(s):	
Parent's Home Address: *(if different)*	
Parent's Email Address:	
Parent's Telephone Number:	
Application Details	
Which academy would you like to apply for?	
What date would you like the child to be admitted?	

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What year group would you like the child to be admitted to?	
What year group would the child's chronological age group be in?	

Please give detailed reasons for your belief that it is in the best interests of your child to be admitted outside of their chronological age group. In doing so, please take into account the following factors which will be considered as part of the decision-making process:

- The parents' views:
- The Academy Headteacher's view;
- The child's academic, social and emotional development;
- Where relevant, the child's medical history and the views of their medical professionals;
- Whether the child has previously been educated outside of their normal age group;
- Whether the child would have naturally have fallen into a lower age range were it not for having been born prematurely.

This is a non-exhaustive list and there may be other relevant factors to be considered.

Please list all documents attached in support of your application:	

Declaration

I understand that the information contained in this form is subject to the UK GDPR and Data Protection Act 2018 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 admission outside of a chronological age group will be on the basis that the information I provide is accurate and correct.

I understand that if I submit this form or evidence after the closing date for primary school applications, 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 provided on this form is true and accurate, to the best of my knowledge and belief.

Signature of Parent/Guardian:	
Print Name:	

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