CIRENCESTER KINGSHILL SCHOOL

Admissions Criteria Policy 2028-2029

Kingshill School is an Academy school which offers places to children aged between 11 and 16. The Trustees of Cirencester Kingshill School, as the admission authority for this Academy, have agreed to the following School Admissions Policy for the entrants for September 2028. The school's admission procedures are administered by Gloucestershire County Council.

1. PURPOSE

1.1. The purpose of this Policy is to set out the admission criteria and process for entry to Kingshill School in Year 7 for the school year commencing September 2028 and to clarify the order of priority should numbers applying exceed places.

1.2 This policy aims to ensure that all applications are dealt with in a fair and equitable manner.

2. RELATIONSHIP TO OTHER POLICIES

2.1 This policy operates in conjunction with the school's Equality and Diversity Policy.

3. PRINCIPLES

3.1 Pupils may be admitted at age 11, without reference to ability or aptitude.

3.2 The number of intended admissions in Year 7 for September 2028 is 174.

4. DEFINITIONS

4.1 For the purposes of this policy, terms are defined as follows:

Geographical claim
Geographical claim is calculated by giving priority for admission to children who live nearest to the school as measured by using direct distance, as the crow flies; from the Ordnance Survey address point of the child's primary home to the main entrance gate of the school on Kingshill Lane.

Looked After Children
A 'looked after child' (a) or a child who was previously looked after but immediately after being looked after became subject to an adoption (b) child arrangements order (c) or special guardianship order (d) or a child who has previously been in state care outside of England (IAPLAC) (e).

a) *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. In Gloucestershire, such children are referred to as Children in Care.*
b) *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).*
c) *Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders*

d) *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).*
e) *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 (see Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017)).*

Previously Looked After Children
Children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

Priority Catchment Area

Brimpsfield	Barnsley	Elkstone
Ampney Crucis	Syde	Ampney St. Mary
Ampney St. Peter	Winstone	Dunisbourne Abbots
Driffield	Duntisbourne Rouse	Preston
Daglingworth	Siddington	Colesbourne
Kemble	Baunton	South Cerney
Rendcomb	North Cerney	Somerford Keynes
Poole Keynes	Bagendon	Coberley
Parish of Cowley	Kingshill and Beeches area of Cirencester	

A map of the catchment area is available from the school.

Siblings
For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application. Where a child lives with both parents on a 50/50 (equal) basis, both parents must agree and confirm the pupil's address, which must be the same address as the preference school has registered for the sibling connection to apply. The parents' agreement and application must be made before the closing dates in order for the sibling connection to apply.

Educational Healthcare Plan (EHCP)
An EHCP is a statement made by a local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for a child.

5. ADMISSIONS CRITERIA AND PROCESS

5.1 Method of application

5.1.1 Anyone wishing to apply for a place in Year 7 during the normal application period must do so via their Local Authority. The application period is published by the Local Authority and is usually between the months of September to the end of October. An application is made by completing and submitting the published common application form, stating the preferred schools, to the Local Authority of which the applicant is resident, no later than the date and time stated by that Local Authority. An offer of a place at Kingshill will be made on the National Offer Day, usually on or about 1 March.

5.1.2 The application process for a place outside of the normal application period or for admission to another year group is set out in the policy in paragraph 8.

5.1.3 Where the number of applications does not exceed the number of places available all applicants will be offered a place.

5.2. Admissions priority

5.2.1. Where the number of applications exceeds the number of places available at Kingshill the following criteria, in the order set out below, will be applied to decide which children to admit.

a. A ‘looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (residency order) (3) or special guardianship order (4) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (5).

b. Children who will have a sibling at Kingshill School when the younger child is admitted.

c. Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are supported by a written statement from the child’s doctor at the time of submitting the application. This must demonstrate that there is a very specific connection between medical need and the facilities or resources of this school. The final decision to accept a child under this category will be made by the trustee’s admission subcommittee through consultation with an independent medical practitioner.

d. Children living in the Priority Catchment Area with the strongest Geographical Claim.

e. Children of staff at the school. A child is considered to fall under this criterion where:

i. the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or

ii. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. If applicants wish to be considered under either of these criteria then a letter from the head teacher confirming which of the criteria stated above applies must be provided to The Local Authority with the application.

f. Children living outside the Priority Catchment Area with the Strongest Geographical Claim.

5.2.2. In the event of oversubscription being reached at any point in the priority list then the subsequent priority would apply. Random allocation will be used as a tie-break in categories (d) and (f) above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

6. EDUCATION HEALTH AND CARE PLANS (EHCP)

6.1 The school is consulted by the Local Authority for any child with an EHCP. An Education, Health and Care plan is a plan made by a local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and care provision required for a child. These were previously known as a Statement of Special Educational Needs.

6.2 The school reviews the EHCP and accompanying paperwork and make a decision as to whether or not the needs can be met as outlined in the EHCP. It is common for the school to have further discussions with the child’s current school and the parents/carers of the child to get more information about the needs of the child, so that an informed decision can be made and necessary provision put in place. After reviewing the EHCP and accompanying documents, the school may decide that they cannot meet a child’s needs in line with the SEND Code of Practice (2015). A letter will be written to the Local Authority stating the school’s decision in either case. The Local Authority have the right to direct the school to admit a child with an EHCP, even in cases where the school feel needs cannot be met. In this case there are further discussions

with all stakeholders and the school will use their best endeavours to make reasonable adjustments as outlined in the SEND Code of Practice (2015).

7. FAIR ACCESS PROTOCOL (FAP)

7.1 The school has signed up to the Gloucestershire County Council Fair Access Protocol School Admission Arrangements for Vulnerable Children Without A School Place (FAP). The protocol is devised to ensure that access to education is secured quickly for children who have no school place.

7.2 The FAP applies to the placement of vulnerable children outside the normal admissions round and only takes effect when parents/carers have exhausted the normal methods of admission and been unable to find a school place for their child through the in-year application process. Vulnerable children are those as defined in the FAP.

7.3 Looked After Children, Previously Looked After Children and a vulnerable child within the FAP requiring a place at the school will take precedence over any child on the waiting list.

8. APPLYING FOR A SCHOOL PLACE IN OTHER YEAR GROUPS OR DURING THE SCHOOL YEAR (IN YEAR APPLICATIONS)

8.1 Any applications for admissions to Cirencester Kingshill School made outside the normal period of entry should be made directly to the school**.** In accordance with its statutory duty, the Board of Trustees will be responsible for offering school places to children at Cirencester Kingshill School.

9. WHEN THE SCHOOL IS OVERSUBSCRIBED

9.1 If the relevant year group is oversubscribed, either for applications for Year 7 during the normal application period or for in-year applications, the child's name can be kept on a waiting list, prioritised according to the admissions criteria in section 5.
9.2 If the school is oversubscribed, a waiting list will be held for two school terms, until the December holiday. The waiting list will be prioritised according to the school's oversubscription criteria, regardless of the date the application was made, and should any places become available at the school they will be offered to the child at the top of the waiting list

10. SCHOOL ADMISSIONS CODE AND CONSULTATION

10.1 This policy has been produced and consultation taken place in accordance with the requirements of the School Admissions Code 2014, as amended in September 2021. The school is bound by and will observe the provisions of the School Admissions Code, as amended from time to time.

10.2 The Board of Trustees will work in consultation with the Local Authority with regard to the Coordinated Admission Scheme for 2028 onwards.

11. APPEALS

11.1 Applicants refused admission are entitled to appeal to an independent appeals panel. Details of the appeal process are available from the school on request.

11.2 In the event of oversubscription Cirencester Kingshill School follows the Local Authority guidelines and has an appeals procedure in place. Please contact the school for further information after the pupil allocations date in March 2028.

12. SERVICE FAMILIES PROTOCOL

12.1 The school abides by the protocol set out by the local authority in the document 'Arrangements for Children of UK Service Personnel & Other Crown Servants (including Diplomats)', which can be found at http://www.gloucestershire.gov.uk/schooladmissions.

13. TRANSPORT

13.1 School transport is organised by the Local Authority. Some pupils may be entitled to free transport. Please contact Gloucestershire Local Authority (01452 425300) for details.

14. MONITORING, REPORTING AND EVALUATION

14.1 The Senior Leadership Team of the school will report on the workings of this policy to the Board of Trustees of the school. The Board of Trustees will evaluate the impact of and monitor the correct application of this policy.

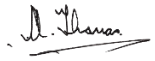
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Reviewed by: J Lindley (Headteacher)

Date: September 2026

Adopted by Trustee(s): 08 September 2026

Signed: 

Next Review Date: January 2027