



King's Group
Academies

King's Academy, Binfield admission arrangements for 2019/2020

Introductory statement

The academy will be located at the heart of this new residential community fully servicing its needs. This will eventually include a nursery, a 2 FE primary and a 7 FE secondary phase and a post -16 unit. Our school will also offer further places for students with SEND from across Bracknell Forest. As a fully inclusive school our SEND students will be, as far as possible, fully integrated within the mainstream curriculum.

The Learning Village will specialise in the traditional STEM subjects (Science Technology, Engineering and Mathematics). Students attending King's Academy in Binfield will benefit from a learning environment with state of the art facilities including outstanding science and technical learning spaces reflecting the very best educational practice. This will include being fully resourced to ensure full curriculum access for disabled, hearing and visually impaired students.

Admission number(s)

Secondary Admission

The school has an admission number of 150 for entry in year 7 in 2019

Primary Admission

The school has an admission number of 30 for entry into reception in 2019

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process

Secondary Admission

Parents will be able to apply for a place at the school using the Bracknell Forest online application process, or by using a paper application if they prefer. Information about how to do this will be available in the Guide to Secondary Education in Bracknell 2019/20 which will be available from 12 September 2018 on the [Bracknell Forest website](#) or by calling the school admissions team.

The closing date for applications is 31 October 2018.

Primary Admission

Parents will be able to apply for a place at the school using the Bracknell Forest online application process, or by using a paper application if they prefer. Information about how to do this will be available in the Guide to Primary Education in Bracknell 2019/20 which will be available from 12 September 2018 on the [Bracknell Forest website](#) or by calling the school admissions team.

The closing date for applications is 15 January 2019.

Oversubscription criteria

The criteria below will be used for admission into both the primary and secondary year groups

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
2. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the local authority with the application, a child's medical or social needs cannot be considered. An additional form will need to be completed.
3. Priority will next be given to children living within the relevant phase (primary or secondary) catchment/designated area set out in the map at the end of this policy and who have siblings attending the school at the time of the child's admission.
4. Priority will next be given to children living within the relevant phase (primary or secondary) catchment/designated area set out in the map at the end of this policy.
5. Priority will next be given to the siblings of pupils attending the school at the time of the child's admission.
6. Other children

¹ 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).

Tie-break

If there are still insufficient places, and no distinction can be made between the applicants or if they do not fulfil any of the above criteria, a final decision will be made on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

Random allocation will be undertaken if the distance between a child's home and the academy is equidistance

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place as they will be admitted at time of allocation. For primary admissions we will admit them as permitted by the infant class size rules and exceed our PAN.

Late applications

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed the child's name will be placed on the school's waiting list.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The School will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to submit a request, we would recommend that parents visit the school and discuss this with the Headteacher. The headteacher will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all students and how the needs of these students 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.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously

been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day

The parent will be required to contact the School Admissions Team with a request supported by evidence, for their child to be admitted into a different year group than the relevant one according to their date of birth. This request must be made before the published closing date for their child's date of birth. It is for the parent to ensure that they have submitted all relevant documentation as no further request will be made to the parent.

All request and supporting documents will be forwarded to the Trust for their decision regarding the request. The decision will be sent to the parent from the local authority.

Additionally parents offered a place in *reception* for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Waiting lists

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the local authority and following an unsuccessful application his or her child's name will be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact customer.services@bracknell-forest.gov.uk by the relevant published dates. Information on the timetable for the appeals process is on our website at www.kingsacademies.uk/our-academies

Notes:

Home address:

The address where the child lives at the relevant primary and secondary school closing dates will be used to process the application. It is for the applicant to satisfy the school that they live at the address that they state.

Sibling:

‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

- **Social and Medical Grounds**

If a child has a social and medical need that would cause significant physical and / or mental hardship, an applicant can indicate that they wish their application to be considered under social and medical grounds.

It is the applicants responsibility to obtain a King’s Academy Binfield Supplementary Social and Medical Information Form which must be completed and returned to the School Admissions Team along with supporting written evidence from a professional by the given closing date. For In-Year applications the evidence must be submitted at the time of application. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child’s current situation.

This evidence must prove why King’s Academy Binfield is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school.

It is the applicants responsibility to provide all evidence in support of their request and it is not possible for it to be considered under this criterion if no evidence is supplied.

All schools have the resources to work with special educational needs and common childhood complaints such as asthma.

Requests will be considered in accordance with the Equalities Act 2010.

FOR PRIMARY PHASE APPLICATIONS ONLY: Also considered under this criterion on social grounds will be parents who have applied for a place at their designated area school as a higher preferred school, than King’s Academy Binfield, for a primary aged older child by the published closing date, and the admission authority have been unable to meet this preference and a place has been allocated to this older child at King’s Academy Binfield. If the parent then wishes to apply for King’s Academy Binfield by the published closing date for

their younger child (and the older child will still be attending the primary phase of the school at the date of admission of the younger child) then the applicant must record this information on their application for that younger child that they consider this criterion applies and ensure all relevant information is supplied.

If a parent moves house or chooses not to accept the offer of a place at their designated area school then this information will have been recorded by the admission authority at the time and will be used in the decision making process as to whether a younger child will be accepted as fulfilling this criterion.

In Year Admissions 2019/20

In-Year Admissions for Years Reception, year 7 and year 8

King's Academy Binfield School is part of Bracknell Forest Co-ordinated Admissions Scheme for In-Year Admissions. Parents/ carers wishing to apply for a place at the school should refer to the [Bracknell Forest website](#) for information on how to apply.

Applications for admission to Reception, Year 7 and year 8 after 1st September 2019 must be made to Bracknell Forest Council using the process described. If you wish to apply for a place at King's Academy Binfield you must name the school as one of your preferences on the application.

Waiting lists will be maintained for the academic year for which you have applied and will be based upon the admissions criteria used for the original entry for that cohort. Pupils admitted under the Bracknell Forest Fair Access Protocol may take priority over children on the waiting list.

Parents/carers have a statutory right of appeal if a place cannot be offered how to do this will be sent with any refusal. Appeals will be heard by an Independent Appeals Committee and must be heard within 30 school days.

King's Group Academies Supplementary Social and Medical Information Form

Social and Medical Grounds

If a child has a social and medical need that would cause significant physical and / or mental hardship, an applicant can indicate that they wish their application to be considered under social and medical grounds.

It is the applicant's responsibility to complete and return this form to the School Admissions Team along with supporting written evidence from a professional **by the given closing date**. For In-Year applications the supporting evidence must be submitted with the application. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child's current situation.

This evidence must prove why the school named on this form is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school.

It is the applicant's responsibility to provide all evidence in support of their request and it is not possible for it to be considered under this criterion if no evidence is supplied.

All schools have the resources to work with special educational needs and common childhood complaints such as asthma.

Requests will be considered in accordance with the Equalities Act 2010.

Name of School this information relates to:

Child's Name:

Date of birth:

Address:

OFFICIAL-SENSITIVE

Please set out the particular reasons why the school named on this form is the **only** suitable school and the difficulties that would be caused if the child had to attend another school.

OFFICIAL-SENSITIVE

Please list the supporting evidence that is being submitted to support this application under this criterion:

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 King's Group Academies, other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Local Authority on behalf of the King's Group Academies reserve the right to collect this information as part of their statutory duties and that the Local Authority may carry out further investigation and require additional evidence to verify information contained in this form.

I understand that the outcome of this social and medical form will be 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 certify 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 I will be unable to submit further evidence after the closing date and that this will only be accepted in exceptional circumstances.

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

I have read and understood the social and medical criterion for the relevant The King's Group Academies school as published.

Signature of parent/carer:

Print Name:

Date:

Once completed scan and return this form with any relevant documentation to:
school.admissions@bracknell-forest.gov.uk

or by post to:
The School Admissions Team
Bracknell Forest Council
Time Square
Market Street
Bracknell
RG12 1JD