

Kibworth Mead Academy Admissions Policy from 2026~~3~~ onwards

Policy Monitoring, Evaluation and Review

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Revision History:

Version	Date	Author	Summary of Changes
3.0 (2026)	19/03/2024	CBR	Addition of 4 th oversubscription criterion (32 children eligible for the Pupil Premium) and addition of Note v to clarify how this is applied. Changes to ensure policy is compliant, in line with LA guidance.
2.0	18/01/2022	CBR	Changed dates to apply to 2023 onwards Changes in line with School Admissions Code 2021: <ul style="list-style-type: none"> • 6.1 – 1st priority – added that this applies to LAC children inside & outside England, and amended note ii re outside England. • 6.1 - addition to Note v for 4th priority to clarify which children and staff this applies to. • 9.30 – removed statement that school can withdraw an offer of a place if a child moves address between offer and being admitted to school. • 9.44 – amended wording to match the Admissions Code.
1.0	Oct 2020	EME	Existing policy put into TMET template

**Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period*

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1. Principles

- 1.1 Kibworth Mead Academy is part of The Mead Educational Trust (TMET) and TMET is the admissions authority for the school.
- 1.2 Kibworth Mead Academy has engaged Leicestershire County Council Local Authority (LA) to co-ordinate admissions for the school.
- 1.3 Kibworth Mead Academy's admissions policy should:
 - i. Offer clarity regarding legal requirements and statutory guidance.
 - ii. Maintain parental rights and ease the process of admission for parents and children.
- 1.4 Children's entitlements are as follows: entitlement to a place at Kibworth Mead Academy is dependent on the parent/carer applying at the appropriate time and subject to the priority criteria (over subscription list) in this policy.

2. Legal Position & Other Requirements: Summary

- 2.1 The Local Authority has a duty to provide school places for all pupils resident in its area.
- 2.2 The Local Authority is required to coordinate admissions for all residents in its area. To this purpose it must have an approved scheme for coordination with which Kibworth Mead Academy will participate fully.
- 2.3 Parents must ensure suitable full-time education for their children by attendance at school or otherwise; they are not obliged to do this before the child has reached compulsory school age.
- 2.4 Compulsory school age is from the term immediately following a child's 5th birthday. The School Leaving Date for 16 year-olds is the last Friday in June in the school year in which the child becomes 16.
- 2.5 Parents have a right to express a preference for a school place, including where the child has a Statement of Special Educational Needs/Education and Health Care Plan.
- 2.6 The Mead Educational Trust is the admissions authority for Kibworth Mead Academy. There is a minimum 6-week consultation period between 1 October and 31 January for changes to the Admissions Policy. Parents and local groups with an interest in the local area must be consulted. Consultation need only take place every seven years unless arrangements are not the same as in the previous consultation.
- 2.7 The Mead Educational Trust and Kibworth Mead Academy will consult on admission arrangements once every seven years as a minimum, even if there is no change (before publication of admission arrangements) and may alter the school's admission number.

- 2.8 Kibworth Mead Academy has an Admission Number (AN) of 180 for each of its 5 year groups. If this number needs to be altered, in some cases statutory notices must be published to allow interested parties to make representations. (NB The AN of 180 will mean we will no longer offer places at Secondary Transfer, including Mid-Year Admissions for all year groups, where there are more applications than number of places available).
- 2.9 Kibworth Mead Academy cannot argue that a child should not be admitted unless the admission would prejudice the provision of efficient education or efficient use of resources: this normally means that the Admission Number (AN) must have been reached.
- 2.10 The Local Authority must allocate spare places in Kibworth Mead Academy according to objective and published priority criteria. The Greenwich Judgement means that children from other Authorities must be treated in the same way as Leicestershire children. The Rotherham Judgement disallows priority being given to parents who do not express a preference over those who do.
- 2.11 If an application for a school place is refused, parents have the right to appeal to an Independent Appeal Panel. See Section 7 for more details on appeals.
- 2.12 There are differing premises requirements for children of different ages: these are laid out in the relevant regulations.
- 2.13 There are no required staffing ratios for junior and secondary age children in education law.
- 2.14 Department for Education guidance on admissions and appeals is contained in two Codes of Practice.

3. Secondary School Admissions

- 3.1 Admissions Timeline: Secondary Transfer:
- 31 October Closing date for applications to the Local Authority (LA).
 - 28 February Publication of appeals timetable on LA website.
 - 1 March (or next working day) National offer day for secondary school places.
 - April to August Appeals process and outcomes.
 - August New intake starts at school.
- 3.2 Only the Local Authority (LA) can confirm secondary school places to pupils. For any admission or transfer the parent must complete the LA's online Common Application Form (paper forms are available on request) by the national closing date (31st October). The School Admissions Service will need to check for factors such as exclusions or Statements of Special Educational Needs/Education and Health Care Plans, and will endeavour to process applications promptly. No child should be admitted without an offer letter from the LA where you live.

- 3.2 Schools receive lists of pupils expected to transfer in advance of admission. These lists are updated regularly in the Spring/Summer before admission.
- 3.3 All requests must be referred to the LA School Admissions Service.
- 3.4 All requests received by 31st October (national closing date) will be considered first and in accordance with the approved priority criteria. All applications received after the closing date will be considered after those that have been received on time.
- 3.5 Places will normally be allocated up to the Admission Number (AN) of 180, but for exceptions see section 7 on exceeding the AN. The AN of 180 will mean we will no longer offer places at Secondary Transfer, including Mid-Year Admissions for all year groups, where there are more applications than number of places available.

4. Applications During the School Year/Mid-Year Applications Outside the Normal Round (all year groups)

- 4.1 All mid-term transfer requests will be co-ordinated through the LA School Admissions Service.
- 4.2 Before applying, parents are encouraged to arrange to visit the school, after which the parent should complete the LA's online Common Application Form (~~paper forms are available on request~~).
- 4.3 **The LA will aim to notify the parents of the outcome of a mid-term application in writing within 10 school days and must notify in writing within 15 school days.**
- 4.4 Where the mid-term application is made through the LA, the decision letter will either offer the place or refuse the place because the school is full. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

5. Parental Preferences & Criteria used for Prioritising Admissions to Schools

- 5.1 Application forms for school places allow parents to express up to three preferences for school places. Parents should rank their preferences, so that if more than one preference can be agreed, the one, which the parent wants most, is offered. However, the Local Authority considers all preferences to have equal value, e.g. one parent's first preference and another parent's second or third preference are to be considered equally against the admissions criteria. Requests for Kibworth Mead Academy are prioritised according to the admissions criteria in section 6.

5.2 All requests received by 31st October (national closing date) will be considered first and in accordance with the approved priority criteria. All applications received after the closing date will be considered after those that have been received on time.

6. Priority criteria for admissions

6.1 If there are too many requests, priority will be given to children in the appropriate age range, whose parents applied on time, in the following order (see note i below).

Places will be allocated to pupils who have an Education, Health and Care Plan (EHCP) which names the School before any other allocations are made (see sections 9.1 and 9.2 for further details).

1 st	Children in the care of a local authority within England or who were previously in the care of a local authority within and outside of England. (See note ii).
2 nd	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential that they attend the school requested. (Professional documentation confirming the situation must be submitted with the application). (See note iii).
3 rd	Pupils who will have an older sibling attending the same school at the same time. (See note iv).
4 th	32 children whose home address is in the catchment area of the school and are eligible for the Pupil Premium. (See note v).
5 th	Children of members of staff (teaching and support staff) on a permanent contract. (See note vi).
6 th	Pupils living nearest to the school measured in a straight-line distance (home to school front gate). (See note vii).

Notes:

- i) If having applied the priority criteria, two or more applications have identical ranking, lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school. by Combinations of the above criteria are used in priority order.
- ii) 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. Previously looked after children are 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). This oversubscription criterion also includes those children who appear (to the admissions authority) to have been in state care outside of

England and ceased to be in state care as a result of being adopted. See sections 9.3 to 9.8 for further details.

- iii) If Criterion 2 is used, when making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person can be, for example, a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place.

The following list are the areas that are considered exceptional:

- a. Children with a serious medical condition – showing the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that the child can only reasonably attend one school.
- b. Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school.
- c. Parents suffering domestic violence. This is dependent on documentary evidence by a lead professional, for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person.

The decision on admission will be taken during the processing period in consideration with relevant professional documentation.

- iv) The term sibling relates to:
- brothers and/or sisters who share the same parent(s);
 - a half-brother, half-sister or legally adopted child living at the same address;
 - a child looked after by a local authority placed in a foster family with other school age children; and
 - a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

- v) Those eligible for **Pupil Premium** admission priority are children who:
- are currently registered as eligible for free school meals; or
 - have been registered as eligible for free school meals at any point in the last six years.

This criterion will only be applied for applications for Year 7 places each year up to National Offer Day. This criterion will **NOT** be applied to:

- decisions made after National Offer Day for year 7 admissions;
- in-year admissions into other year groups; and
- for the order of the waiting list following National Offer Day.

- vi) Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
- Where 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
 - The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

Children include natural, adopted, step-children and children of cohabiting partners, living with the staff member or elsewhere.

The member of staff must be employed by The Mead Educational Trust and have worked at the Kibworth Mead Academy for at least 2 years.

- vii) The child's place of residence is taken to be the parental home. **See sections 9.9 to 9.15 for details on proof of residence, children with split residence, changes of address and if you move further away.**

For Criterion 5, measurement of distance of up to three decimal places will be in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised geo-coded mapping system. Where there is equal distance then lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school.

7. Appeals and Exceeding the Admission Number (AN)

- 7.1 At the time of normal transfers and mid-term, if there are more requests than the admission number (AN) of 180, the Over Subscription List (OSL) will be applied up to 180. The AN of 180 will mean we will no longer offer places at Secondary Transfer, including Mid-Year Admissions for all year groups, where there are more applications than number of places available. Once this AN has been reached, all other places will be refused.
- 7.2 **If an application for a school place is refused, a refusal letter is issued, which will set out the reason for refusal and the right to appeal. Parents have a right to appeal to an Independent Appeal Panel. The decision of an Independent Appeal Panel is binding on parents and the admitting authority.**
- 7.3 **To appeal please go to the Leicestershire County Council website:**
<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place-and-check-waiting-lists-online>
- 7.4 Appellants do not have the right to a second appeal in respect of Kibworth Mead Academy for the same academic year unless it can be demonstrated that there has been a significant exceptional or material change in circumstances of the parent, child or school. Examples being:

- It has been agreed that there were procedural faults in the original appeal.
- New significant evidence has come to light.
- Medical reasons (apart from medical attention for distress or anxiety as a result of unsuccessful appeals).
- Significant change to the school has come to light.

(This is not a finite list; each case will be considered on its merits by the lead admissions or appeals officer)

- 7.5 It may be that in exceptional circumstances Kibworth Mead Academy may request admitting pupils above the AN. These situations should be viewed as exceptional and not as precedents for subsequent years or for other schools. Exceptional circumstances might be:
- a) Children in public care;
 - b) “Hard to Place” children whose cases fall within the Fair Access protocol. See section 3 Ensuring fairness and resolving issues of the School Admissions Code.
- 7.6 If an exceptional request to exceed the AN is made, either to the Local Authority or to Kibworth Mead Academy, any decision to approve this must be made in conjunction with interested parties. Parents’ requests must still be referred to the School Admissions Service.

8. Co-ordinated Schemes

- 8.1 Kibworth Mead Academy will work alongside the Local Authority on Co-ordinated Schemes.

9. Miscellaneous

Children with Special Educational Needs

- 9.1 All governing bodies are required by section 324 of the Education Act 1996 to admit to a school a child with a statement of special educational needs/Education, Health and Care Plan (EHCP) that names that school. This is not an oversubscription criterion and schools must admit Statemented/EHCP children whether they have places or not.
- 9.2 Pupils with special educational needs but no Statement/EHCP are dealt with through normal admissions policy, and Kibworth Mead Academy cannot refuse to admit a pupil because he/she does not have a Statement/EHCP or is being assessed for a Statement.

Children who are in Care or were previously in Care and now adopted

- 9.3 Children in care of a Local Authority and those children who were previously looked after children, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) are considered under high priority by Kibworth Mead Academy.
- 9.4 In such circumstance, proof must be a letter from the last local authority that placed the child in care.

- 9.5 To be considered as *'in care or previously in care'*, Kibworth Mead Academy does not stipulate a minimum length of time the child is or has been in care.
- 9.6 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 purpose or main purpose is to benefit society.
- 9.7 Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.
- 9.8 Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Parental proof of residence

- 9.9 In determining an application for a school place, the Council on behalf of the school may request evidence of an address or of a move into a catchment area or arriving in the UK.
- a) Such evidence may include but not be limited to:
- Opening Council Tax Bill;
 - Signed and dated copy tenancy agreement;
 - Copy of a letter of completion of house purchase from a solicitor.
- b) In addition to the above the following may also be asked for:
- Copy of child benefit letter;
 - Copy of current driving licence;
 - Copy of registration at GP practice or hospital consultant.
- c) Where a family has moved in with relatives or friends (including new to UK):
- A declaration from Parents and householder / homeowner / relative / friend confirming the applicant family now reside at the address;
 - A copy of most current council Tax bill from occupier;
 - Stamped passport or visa;
 - Boarding passes.

Where the Council does not consider it has been provided with satisfactory proof of address, the application will not be processed until the Council is satisfied that adequate proof has been obtained.

Children with split residence

- 9.10 Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the school for the purposes of an

application for a school place is the one where the child spends at least three 'school' nights (that is Sunday, Monday, Tuesday, Wednesday or Thursday).

9.11 Where the weekly residence arrangement varies, and a child stays with both parents, on average, for the same amount of time during the school week over a four-week period, and one parent lives in another school catchment, the parents will be required to choose one address for the purposes completing a school application. If those with parental responsibility are unable to agree on the preferences, it may be necessary for parents to obtain further legal advice. Leicestershire County Council (LCC) on behalf of the school will continue to process an application unless legal documentation is provided that states an application cannot be processed or a pending court hearing. In cases where multiple applications are received for the same child, LCC on behalf of the school will establish where the child lives for the majority of the time. Where parents cannot agree a single address, parents will be required to seek a Court Order to determine which address is to be used. Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and / or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

Changes of address

9.12 Principles:

- a) Where Kibworth Mead Academy is over-subscribed and a family move to a place of residence that makes Kibworth Mead Academy the nearest school after a published closing date for submission of applications, the School Admissions Service should seek to clarify parents' claims of change of address.
- b) Generally, only one address is recognised for each family, and only one family for each address.
- c) Places, or offers of places, may be withdrawn if they were based on incorrect information from the parents or their representatives.
- d) Each case is considered on its facts.

9.13 The Admission Number (AN) of 180 will mean we will no longer offer places at Secondary Transfer, including MidYear Admissions in all year groups, where there are more applications than number of places available. If an exception to the AN is being considered, what is generally not accepted when allocating places in over-subscribed schools includes:

- a) Purchase of a second property by a family, while the first property is retained.
- b) Rented accommodation, while a previous property is retained.
- c) Offers or exchange of contracts on intended purchases or sales of properties.
- d) Informal accommodation arrangements with friends or relatives.

Children who move further away from the school after being admitted

9.14 A child who has started attending Kibworth Mead Academy whose place of residence changes and, as a consequence, s/he then lives further away than children who earlier in the process had a place refused is entitled to retain his/her place at

Kibworth Mead Academy and should not be asked to leave or have their name deleted from the register.

- 9.15 If there are queries about transport in these situations, refer to the School Admissions Service.

Over-Subscription List (OSL), i.e. Waiting List

- 9.16 For parents whose children have been refused a place, they will automatically be added to Kibworth Mead Academy's OSL (waiting) list. The OSL for admission will remain open until the end of the Autumn Term in the admission year. The OSL is ranked using the oversubscription criteria listed in section 6. The OSL may change: this means that a child's OSL position during the year could go 'up' or 'down'. The OSL makes no distinction between on time or late applications.

Second Applications

- 9.17 Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Council may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

- 9.18 The following is a non-exhaustive list of what may be considered to be exceptional:

- change of address i.e. where the change of address is into the catchment of the school;
- new significant and material evidence has come to light in personal circumstances;
- a significant change in medical circumstances (apart from medical attention for distress or anxiety as a result of unsuccessful applications / appeals);
- there has been a significant and or material change in the circumstances of the school i.e. significant extensions / new build, an increase their PAN, increase in the number of teaching staff.

- 9.19 In such instances parents must provide written details of the significant and material change together with any evidence of that change. Where the significant and material change is accepted by the Admitting Authority a second application will be permitted and must be made in the usual way and will be processed in the normal manner and, where necessary, in accordance with the priority criteria.

Tiebreak

- 9.20 If, having applied the priority criteria, two or more applications have identical ranking, lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school.

Delayed/Accelerated Entry (i.e. early transfer or admission of children staying on outside the normal age range)

Definition of Delayed/Accelerated Entry: a written request to the Principal seeking for their child to remain a year below/above their chronological age group.

- 9.21 Early transfers or admission of children staying on outside the normal age-range are exceptional and must be approved by Kibworth Mead Academy. Parents

may request delayed/accelerated entry. The request must be in writing to the Principal by 1 October* and accompanied where possible with lead professional documentation supporting the request. **NB parents/carers are advised to continue to apply for the chronological age group (by 31 October) alongside the request for delayed/accelerated entry in case the request is refused.*

- 9.22 Professional advice (e.g. from an Educational Psychologist) on the suitability of the arrangement may be sought in some cases, but this would not override any admissions decision. If the child has a Statement of Special Educational Need/Education, Health and Care Plan, the view of the Special Educational Needs Assessment Service (SENA) must be sought.
- 9.23 Children transferring younger than the normal age for transfer are subject to the same priority criteria as children in the normal transfer age-group, as long as:
- Kibworth Mead Academy agrees that early transfer is appropriate;
 - the child has been taught in classes with the academic year group which is one year older for at least three years.

Fair Access Protocol and excluded or potentially disruptive pupils

- 9.24 Kibworth Mead Academy will participate in full with the LA's Fair Access Protocol in order to ensure that the most vulnerable children are offered a place at a suitable school as quickly as possible. In exceptional circumstances, this may include admitting children above the school's Admission Number (AN) of 180.
- 9.25 Kibworth Mead Academy may refuse admission because the pupil may disrupt the education of other pupils, but will consider exceptions according to the School Admissions Code and will refer the case to the Fair Access Protocol (ref section 3 of the School Admissions Code 'Ensuring fairness and resolving issues').
- 9.26 Kibworth Mead Academy may refuse admission when the school is the pupil's closest one and the parent has applied properly, or where there is a place available within the AN, but will consider exceptions. Kibworth Mead Academy will not automatically accept pupils excluded from a previous school.
- 9.27 There is no obligation to comply with a parental preference for a child who has been permanently excluded from two or more schools for a period of two years following the latest exclusion. Parents of such children lose their right of appeal regarding admission. Kibworth Mead Academy will have the right of appeal against a direction to admit such a child.

It is possible that a child may receive a second permanent exclusion just before he or she is due to transfer school in the normal round. In these circumstances, Kibworth Mead Academy may admit the child, if the child's second permanent exclusion is issued after a transfer allocation has been notified to the parent, but before the actual transfer to the new school.

- 9.28 A permanently excluded pupil must not be removed from Kibworth Mead Academy register until any exclusion appeal is complete or until the time limit for notification of appeal has passed.

Children from overseas

- 9.29 The wording of the School Admissions Code applies.

Errors and fraudulent information

- 9.30 Where Kibworth Mead Academy has made an error in any aspect of processing a school application, and it has been established that had the error not occurred it would have resulted in the applicant legitimately securing a school place, Kibworth Mead Academy must honour the applicant a school place, even if the school is full.
- 9.31 Where it has been determined the error was made by the applicant, Kibworth Mead Academy will not be held responsible, i.e. an incorrect date of birth, failure to mention sibling(s), failure to provide supporting evidence etc.
- 9.32 If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the offer of the place may be withdrawn.

Acceptance or refusal of offers; withdrawal of places or of offers of places

- 9.33 In the normal admissions round (i.e. when offers for secondary transfers are made on national offer date of 1st March), it will be assumed by the School Admissions Service that the offer is accepted unless it is refused. Once the academic year begins the school place should be taken up within 20 school days. For mid-term applications (outside the normal round) the offer must be taken up within 20 school days from the offer date. If not, the School Admissions Service will afford the parent a reasonable time (the regulations state 2 weeks) plus additional 7 days for a reminder, to accept the offered place. If no acceptance is received the offered place may be withdrawn.
- 9.34 Kibworth Mead Academy reserves the right to withdraw a school place, or an offer of a place, where the place has been obtained by false or misleading information, for example an incorrect address or date of birth. Kibworth Mead Academy will be vigilant about such matters. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if an offer is refused.

Home-School Agreements

- 9.35 The School Standards & Framework Act www.legislation.gov.uk does not allow signing a home-school agreement to be a condition for admission.

Deleting a child's name from the register

- 9.36 The Education Pupil Registration Regulations describe the circumstances in which a child's name can be deleted from a school's register. In normal circumstances it is not reasonable to delete a child's name from the school's register until it is confirmed that

he/she is receiving education elsewhere. In unclear cases, please seek advice from School Admissions and Pupil Services.

Exceptional circumstances

9.37 The School Admissions Service will always give serious consideration to any exceptional situations, such as where a family has been forced by circumstance to move into temporary accommodation, having lost their previous residence, or where there is a long term separation between the parents and the child spends time in the week at two separate parents' addresses.

Significant change of circumstance

9.38 Kibworth Mead Academy considers fresh information in support of a parental preference for a school place, even if it is received at a late stage in the admissions process. In normal circumstance there will be no difficulty in meeting the parent's preference if all the school places have not been allocated with the given year group(s).

9.39 Where Kibworth Mead Academy's places have all been allocated, the School Admissions Service will be unable to offer a place, but may give higher priority to the parent's request if a place subsequently becomes available, according to the family's circumstances, in accordance with the priority criteria.

9.40 Verification, e.g. from professional persons or bodies, may be sought from the parent to confirm a change of circumstances. In such circumstance it remains the parent's duty to gather and provide the evidence.

"Relevant Areas" for consultation purposes

9.41 Kibworth Mead Academy will consult within "relevant areas" on admissions arrangements, i.e. (a) local schools, colleges and the local community in Leicestershire and relevant neighbouring authorities (b) see priority criteria re oversubscription.

How and when to apply changes to a school's Admission Number (AN)

9.42 If Kibworth Mead Academy's AN is increased, this should be applied immediately to every year group in the school, unless this would have a detrimental effect on teaching and learning, e.g. limits to the number and size of rooms available or large numbers in classes.

9.43 If Kibworth Mead Academy's AN is decreased, this should be applied only to the entry year group, unless numbers in other year groups need to be restricted, for instance if there is overcrowding in other year groups.

Children of UK Services personnel and other Crown servants

9.44 For children of UK service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the Council will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address

will be used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received.

9.45 For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

- a) Allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- b) Use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent requests this.

Objections

9.46 Objections to any aspect of the determined admissions arrangements may be made to the Office of the Schools Adjudicator (www.education.gov.uk/schoolsadjudicator) within the specified timescale of the 30th June.