Admissions Policy for Kingsfield First School 2026-2027

The Admissions Policy 2026-2027 in respect of Kingsfield First School has been discussed and adopted by the Children First Learning Partnership Directors Board after consultation with the LAB in January 2025	
Chair of Board:	*Mrs N. Chell*
Responsible Officer:	*CEO – Mrs A Rourke*
Agreed and ratified by the Directors Board on:	*10.02.25*
To be reviewed:	*February 2026 or earlier if required*

Admission Arrangements to Kingsfield First School

Academic Year 2026/27

Nursery Admissions

The School's admission number for the school year 2026/ 2027 is 39 full time equivalent places in our Nursery. Places in our nursey will be available at 3 points this year. Your child can join our school for 15 hours free nursery education from the term after their 3rd birthday. We also offer free 30 hours provision. Please refer to our Nursery Core Offer for further criteria and details.
How to apply –The closing date for nursery applications will be:

If your child will be 3 by 31st Dec 2026 please apply for a place by:
1st October 2026- to apply for a January Nursery place 2027
If your child will be 3 by 31st March 2027 please apply for a place by:
1st Feb 2027 to start after Easter 2027
If your child will be 3 by 31st Aug 2027 please apply for a place by:
1st May 2027 to apply for a September place 2027

Parents will be notified of the outcome 4 weeks after the closing date.

Unsuccessful applicants will be placed on a waiting list in accordance with the same oversubscription criteria as Reception. Please note that for Nursery admission home to school distance will be measured as calculated by Google Maps. If places become available after the offer date they will be offered to the child at the top of the waiting list. Children will remain on the waiting list until the end of May Half Term of the year in which they turn four unless a place is declined by the parent/carer.

Full time places in reception classes will be available in September of the academic year within which the child becomes five years old.

Reception Admissions

The School's admission number for the school year 2026/27 is 60 full time places in our Reception classes.

If the number of applications exceeds the school's Published Admission Number (PAN), the Local Advisory Board will give priority to applications in accordance with the criteria listed, provided that the Local Advisory Board are made aware of that application before decisions on admissions are made.

In accordance with legislation, children an Education, Health and Care Plan that names Kingsfield must be admitted. This will reduce the number of places available.

Oversubscription Criteria

1) Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order), including those children 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

2) Children who satisfy both of the following tests:

   Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances.

   Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend Kingsfield rather than any other school.

Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend Kingsfield the school rather than any other school.

Test 2: the child would suffer hardship if they were unable to attend Kingsfield the school.

Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3) Children who have an elder sibling in attendance at Kingsfield and who will still be attending the school at the proposed admission date; (for admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

4) Children living within the catchment area of Kingsfield - Please refer to the following details of what our school catchment area is.
https://apps2.staffordshire.gov.uk/scc/schooldetails/default.aspx

5) Children of staff in either or both of the following circumstances:

a) 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

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Local Advisory Board will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at the school, children who are catchment area children and satisfy category (3) will receive offers of a place, followed by children who live in the catchment area and satisfy category (4), etc.

Additional notes

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the above published admissions criteria, we will not seek to obtain any supportive information on behalf of an applicant in support of a school application.

*Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).
Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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).

**Copies of school catchment area maps are available from the local authority or individual schools.

www.staffordshire.gov.uk/Education/Admissions-primary/Catchment-areas.aspx

***On behalf of the school, the local authority uses a geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS address point data.

The requirement for the school to meet the infant class size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, as an exception, the school will give careful consideration to offering places above the published admission number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The school is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

Home Address

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the local authority immediately. Where there is a proposed house move taking place during the admissions process the local authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by **6 March 2026**. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

Deferred entry to reception class

Parents may decide to defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. In addition, where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Before deciding whether to defer their child's entry to school, parents should visit the school to clarify how they cater for the youngest children in reception and how the needs of these children are met as they move up through the school.

Admission outside of the normal age group

Parents may wish to apply for their child's admission to school outside of their normal age group. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to reception rather than Year 1.

Any such parents will need to make an application alongside children applying at the normal age explaining why they consider it to be in the child's best interest to be admitted outside of their normal age, this may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is agreed will be made by the school. They will take into account the circumstances of the case including the parent's views and information provided; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of any medical professionals; 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 as well as views of the headteacher. Parents do not have the right to insist that their child is admitted to a particular year group.

Waiting lists for Admissions and Normal Point of Entry

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

The waiting list will operate until the cohort concerned leaves year 2.

Inclusion on a school's waiting list does not mean that a place will eventually become available.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the fair access protocol will take precedence over those on the waiting list.

Late applications

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on the school's waiting list.

For late applications made after the time that is practicable because places have already been allocated, are shortly to be allocated, there will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Repeat applications

Parents do not have the right to a second appeal for the same academic year unless, in exceptional circumstances, the school has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

"In-year admission" arrangements

Parents or carers seeking to be admitted may make an application directly to the school using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that in the case of transfers between local schools, any date set for joining the school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.