

Determined Admissions Arrangements for Academic Year 2026/2027

Approved by Governors: March 2026

HARRIS ACADEMY KINGSWOOD

DETERMINED ADMISSION ARRANGEMENTS FOR 2026-2027

FOR THE SEPTEMBER 2026 INTAKE

1 Introduction

- 1.1 Harris Academy Kingswood is a mixed comprehensive secondary academy located within Essex County Council. It is part of Harris Federation (**Trust**), a multi academy trust.
- 1.2 Admission to all state funded schools is governed by the School Admissions Code 2021 (**Code**). Under the Code, the Trust is the 'Admission Authority' for the Academy and has a legal duty to formally determine the 'admission arrangements' for each year's intake in accordance with the requirements of the Code.
- 1.3 The Trust Board delegates the task of determining the admission arrangements each year to the Governing Body of the Academy. Thereafter, the Academy's admission arrangements are determined and implemented by a committee of three Sponsor Governors and the Principal which is called the Admission Committee.
- 1.4 This policy and all other admission related documents referred to herein and used during the admission process, together form the Academy's admission arrangements. Any proposed changes to the admission arrangements are subject to statutory consultation before they can be determined. Determined admission arrangements can only be varied in specific circumstances, and usually only with Secretary of State consent.

2 Definition of a 'Parent'

- 2.1 In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether they child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

3 Inclusivity and Equality

- 3.1 The Academy is fully inclusive and welcome applications for the admission of children with special educational needs (**SEN**), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The Academy's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (**PSED**).

4 Children with an Education Health and Care Plan (EHC plan)

- 4.1 Children with an EHC plan are admitted to school under separate statutory procedures set out in the Children and Families Act 2014. These procedures are managed by the child's home Local Authority, not under the school's determined admission arrangements. Parents of children with an EHC plan should therefore liaise with their child's home Local Authority's SEN team if they want the Academy to be named in their child's EHC plan as their child's school.

4.2 Where this happens in the normal admission round (i.e. entry to Year 7 in September) these children will be allocated places before all other children, reducing the number of places left within the published admission number (PAN).

5 Published Admission Numbers (PANs)

5.1 The PAN for Year 7 is **300** students.

6 Oversubscription Criteria for Year 7

6.1 Where there are more applications than places available, the order in which places will be allocated will be as follows:

6.1.1 Looked after and previously looked after children

A 'looked after child' is one 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, in England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's current or former social worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When assessing the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head at the Local Authority has already verified the child's status and the Academy is able to confirm this with them, there will be no need further evidence to be provided to the Academy.

6.1.2 Children with Exceptional medical or social need

For inclusion in this category, either the child or a close family member living with the child at the child's home address, must have an exceptional social and/or medical need which means that only Harris Academy Kingswood is suitable for the child to attend, and no other local school is suitable, supported by an appropriate professional.

For the purpose of this category, a close 'family member' is a parent (as defined by the policy), or a singling (as defined by this policy) or grandparent who, in either case, lives with the family as a dependent of the applicant child's parent.

Applications in this category must be accompanied by a completed Exceptional Social and/or Medical Need Supplementary Information Form, to be received by the application deadline. The same parent must complete this form and the application form giving only their details.

This form is available to download on the academy's website.

6.1.3 **Children with a sibling at the Academy in Years 7 to 11**

For inclusion in this category, the sibling must attend the Academy in Year 7 to 11 at the time of application/the application deadline and when the applicant child is admitted.

For the purpose of this category, a 'sibling' is a full sibling (sharing both parents), a half sibling (sharing one parent), a step sibling (one child's parent married to the other child's parent), or a child of their parent's cohabiting partner. In all cases, the sibling must live at the child's home address (as defined by this policy) as part of the same core family unit. For avoidance of doubt, a child of a friend or extended family member (e.g. cousin) will not be a 'sibling' for this purpose, even if they live at the same address as the applicant child.

6.1.4 For inclusion in this category, the sibling's full details must be provided in the application form.

6.1.5 **Children of staff members employed at Harris Academy Kingswood**

For inclusion in this category, the staff member must be permanently based at Harris Academy Kingswood for more than 50% of their normal working hours each week during term time, and have been:

- Employed for at least two years at the time of application; **and/or**
- Recruited to fill a vacant post for which there is a demonstrable skill shortage,

as confirmed by their HR Manager. For the avoidance of doubt, it is **not** possible for a staff member to have priority at more than one Academy within the Trust.

For the purpose of this category, a 'child' of a staff member is:

- their natural or adopted child, whether they live with the staff member or elsewhere; and/or
- their step-child or child of their cohabiting partner, who lives and sleeps with the staff member at their home address for more than 50% of their time from Sunday to Friday night during term time.

For the avoidance of doubt, a natural or adopted child of the staff member or a step-child or child of a cohabiting partner, who lives elsewhere, will not be eligible for a place under this category.

Applications in this category must be accompanied by a completed Children of Staff Supplementary Information Form, to be received by the application deadline. The same parent must complete both this form and the application form giving only their own details.

Part A must be completed by the parent, and Part B must be completed, signed and

stamped by the parent's HR Manager. This form is available to download on the Academy's website, or in hard copy format from the Academy's main office.

6.1.6 **Aptitude for Performing Arts or Sport**

Up to 30 places (10% of the PAN) are allocated based on aptitude testing. Applicants must submit a SIF by 12 noon on Friday 2nd October 2026. Tests will take place on Saturday 3rd October 2026. Results will be issued within 10 days. Places are allocated by rank order. In the event of a tie, straight-line distance will be applied.

7 Tie Breaker (Year 7-11)

- 7.1 Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined by this policy) and the Academy, with those living nearest receiving highest priority.
- 7.2 Distance will be measured using Essex County Council computerised geographic information system (GIS) in a straight line from the child's home address to the designated entrance of the Academy using geographical reference points by the National Land and Property Gazetteer (NLPG).
- 7.3 Where the child lives in a multi-dwelling building (for example, an apartment block), distance will be measured from same specific reference point in the building so that the distance will be the same for all children living there.
- 7.4 Where two or more children live an equal distance from the Academy (including where they live in the same multi-dwelling building), the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the Academy.

11 Child's Home Address

- 11.1 The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for more than 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application.
- 11.2 Where any uncertainty arises in respect of the child's home address, the Academy reserves the right to seek documentary evidence to determine which address meets the definition stated above. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, which may not be the address given by the parent.

12 Children of UK Armed Forces Personnel/Crown Servants

- 12.1 Applications for admission of the children of UK Armed Forces personnel with a confirmed posting or Crown servants returning from overseas will be processed ahead of the family's arrival in the area, as long as they are accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the criteria in this policy. The family's actual intended address can be used if evidence of it is provided. Alternatively, where requested by parents, the unit or quartering address will be used.

13 Twins, Triplets and Siblings of a Higher Multiple Birth

- 13.1 Years 7 to 11, where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the Academy within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth does not achieve a place, the Academy will admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN. These additional children will be 'excepted pupils' as set out above.
- 13.2 In Years 1 and 2, where at least one child can be accommodated without prejudicing the efficient education of others or use of resources, and without breaching the statutory maximum infant class size, their twins, triplet(s) and sibling(s) of a higher multiple birth will also be offered a place to avoid them having to attend different schools. These additional children will be 'excepted pupils' as set out above.
- 13.3 In Years 3 to 6, where at least one child can be accommodated without prejudicing the efficient education of others or use of resources, their twins, triplet(s) and sibling(s) of a higher multiple birth will also be offered a place to avoid them having to attend different schools. These additional children are not 'excepted pupils' because the statutory maximum infant class size does not apply to these year groups.

14 Application Procedure for Admission to Year 7 in September

- 14.1 Applications in the **normal admission round** (i.e., applications for transfer to Year 7 at secondary school in September) are coordinated by Local Authorities for all children living in its county/borough. This includes **late applications** (i.e., applications received before the first day of term in September, but not made in time to enable the Local Authority to offer a place on National Offer Day).
- 14.2 Supplementary Information Forms (SIFs) are required only for applications wishing to be considered for the Aptitude for Sports or Performing Arts places. The SIF is available from the Harris Academy Kingwood website from September in the year of application.
- 14.3 Applications in the normal admission round must be made **directly to the child's home Local Authority** by completing and submitting a Common Application Form (CAF), which is available to download/complete online via the child's home Local Authority's website, by the application deadline. Parents must state a preference for the Academy in the CAF.
- 14.4 Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted to the Academy marked for the attention of the Academy's Admissions Officer, **by the application deadline**. If supporting documents are not provided, the Local Authority/Academy may not be able to identify the correct oversubscription category, which could result in the child being placed in a lower category and reduce the chance of achieving a place.
- 14.5 The application deadline for admission to Year 7 in the normal admission round is **Saturday 31st October 2025**.
- 14.6 National Offer Day for admission to Year 7 in the normal admission round is **Monday 1st March 2026**.
- 14.7 Late applications (as defined above) will be processed after all other applications have been processed, which will inevitably reduce the chance of the child achieving a place.

15 **Application Procedure for In-Year Admission (Mid-Year/Other Year Groups)**

- 15.1 An in-year admission application is one for admission to Year 7 which is submitted on or after the first day of term in September, or for admission to any other year group at any time.
- 15.2 The PAN set for Year 7 applies throughout the year of entry but then ceases to apply after that. This means that in-year applications made during the year of entry may be refused on the basis that there are no places available within the PAN.
- 15.3 For in-year applications to other year groups, the applicant will be accepted for admission unless admitting an additional child would prejudice the efficient provision of education, and/or the efficient use of resources, at the school.
- 15.4 Where multiple in-year applicants for the same year group are received and processed at the same time, and it has been determined that some but not all can be admitted without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine which children are offered the places.

16 **Waiting List**

- 16.1 The Academy operates a waiting list for children who are unsuccessful in achieving a place throughout the school year.
- 16.2 The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added.
- 16.3 Children placed at the Academy under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

17 **Statutory Right of Appeal**

- 17.1 Parents have a statutory right of appeal against the refusal of a place at the Academy. This applies to all year groups.
- 17.2 Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline for lodging an appeal.
- 17.3 The Academy will also publish an appeals timetable for appeals against the refusal of a place in the normal admission round (i.e. to Year 7 in September) alongside this policy on or before 28 February in the year in which offers are made.

18 **Requests for Admission Outside Normal Age Group**

- 18.1 Parents have a right to request that their child is admitted to a year group other than their normal year group at the Academy. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).

- 18.2 However, parents do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by the Academy's Admission Committee, in order to decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below.
- 18.3 Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. A separate request must be made to the Admission Authority for each school being considered.
- 18.4 The Admission Committee will make decisions on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery 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. They will also take into account the views of the Headteacher of the Academy and, where provided, the Headteacher of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the Admission Committee to consider.
- 18.5 Parents should make their requests by completing a Request for Admission Outside Normal Age Group Form and submitting it with any supporting documents to the Academy marked for the attention of the Clerk to the Admission Committee. This form is available to download on the Academy's website or in hard copy from the Academy's main office.
- 18.6 In all cases, the Admission Committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the Academy.
- 18.7 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the Academy's published Complaints Policy if they do not believe the request was dealt with by the Admission Committee properly. Parents do, of course, have a statutory right of appeal if they also applied for admission and a place was refused in the child's normal year group as well.
- 19 **Review and determination of the Academy's admission arrangements**
- 19.1 The term 'admission arrangements' means *"The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered"*. The admission arrangements therefore include not only this policy, but all other admission related documents and any other published information about the Academy's admission processes.
- 19.2 Under the Code, the Admission Authority for a school must formally determine the admission arrangements for the next intake at that school **every year on or before 28 February**.
- 19.3 Where no changes (other than changing dates/deadlines) are proposed, there is no need to go to consultation. However, where changes are proposed (other than a proposed increase in PAN), the Admission Authority must carry out a 6-week statutory consultation in accordance with the Code between 1st October and 31st January ahead of determination of the admission arrangements.

- 19.4 Where no changes have been proposed in the intervening period, the Admission Authority must in any event consult on the admission arrangements every 7 years.
- 19.5 Once determined on or before 28th February, the Academy's admission arrangements for that intake must be published and cannot be varied except in very limited circumstances to correct a mistake or give effect to a decision of a Schools Adjudicator. Any other variations will require Secretary of State consent, which will only be granted where there has been a 'major change in circumstances'.
- 19.6 The admission arrangements for the September 2026 intake were determined by the Governing Body at their meeting on March 2026. They will be reviewed again in the next Autumn term for the next intake.



Signed: _____
Head Teacher

Dated: 9th March 2026



Signed: _____
Chair of Governors

Dated: 9th March 2026