

Kibworth Mead Academy Admissions Policy from 2023 onwards

Policy Monitoring, Evaluation and Review

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Version	Date	Author	Summary of Changes
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 each year between 1 October and 31 January. 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 a capped 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 A cap at 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 efficient use of resources or efficient education: 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 Parents whose preferences are refused have a right to appeal to an Independent Appeal Committee whose decision is binding, except for children with statements/Education and Health Care Plan (EHCP) whose parents can appeal to the Special Educational Needs Tribunal. Pupils admitted following appeal to Kibworth Mead Academy will have their admission confirmed by the Local Authority (this is because Kibworth Mead Academy has been directed, in effect, to admit the pupil in these circumstances).
- 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 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 Places will normally be allocated up to the capped Admission Number (AN) of 180, but for exceptions see section 7 on exceeding the AN. A cap at 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 aim wherever possible is to process mid-term applications within 10 working days (5 days if child is indicated as in care or previously in care). Delays may occur where further evidence or proof is required i.e. proof of house purchase, tenancy agreement, fair access information for complex or out of authority applications etc.

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 below.

5.2 Late applications receive the lowest priority, i.e. they are only considered after all other applications, which were received on time, unless there is a significant reason for lateness (see separate section on late requests).

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.

1st	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).
2nd	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).
3rd	Pupils who will have an older brother or sister attending the same school at the same time. (See note iv).
4th	Children of members of staff (teaching and support staff) on a permanent contract. (See note v).
5th	Pupils living nearest to the school measured in a straight-line distance (home to school front gate). (See note vi).

Notes:

- i) Combinations of the above criteria are used in priority order. Where the computerised system throws up an equality of distance for more than one child (whom do not have the same home address), the final tiebreaker will be by drawing lots.
- 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. This oversubscription criterion includes all previously looked after children, including 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. 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).
- iii) If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:
 - a. Crown Servants (serving members of the armed forces).
 - b. Children subject to Child Protection Plans.
 - c. Hard to Place children – who fall under the Fair Access Protocol.

- d. Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional).

Each case will be assessed on its individual merits.

- iv) The term “brother or sister” includes half brother or sister or legally adopted child being regarded as the brother or sister
- v) Admission authorities may give priority in their oversubscription criteria to children of staff in the following circumstances:
- Where the member of staff has been employed at the school for 2 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 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.

- vi) The child’s place of residence is taken to be the parental home.

For Criterion (vi) above, measurement of distance is in a straight line from the centre point of the property to the school’s main designated front gate, using a computerised mapping system (Geocoding). Where there is equal distance then lots will be drawn supervised by an independent officer.

7. Exceeding the Admission Number (AN) and Appeals

- 7.1 At the time of normal transfers and mid term, if there are more requests than the capped admission number (AN) of 180, the Over Subscription List (OSL) will be applied up to the 180 cap. A cap at 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 cap has been reached, all other places will be refused.
- 7.2 Parents whose child has been refused a place at Kibworth Mead Academy have a right to appeal. Kibworth Mead Academy has engaged the services of Leicestershire County Council’s (LCC) appeals service to conduct all its appeals. Therefore, you can appeal using the Online School Admissions Appeal Form which is available via the LCC school admissions webpages (link on Kibworth mead Academy admissions page). The LCC appeals service will arrange the appeal to be heard by an independent panel, whose decision is binding on all parties.

- 7.3 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 (See priority criteria 4).

- 7.4 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 who are in Care or were previously in Care and now adopted

- 9.1 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.
- 9.2 In such circumstance, proof must be a letter from the last local authority that placed the child in care.
- 9.3 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.

Parental proof of residence

In the event of criterion (v) from the OSL being invoked, the child’s full HOME ADDRESS determines whether you would be given PRIORITY admission for Kibworth Mead Academy.

- 9.4 When, after reasonable enquiry, Kibworth Mead Academy is unclear about a family address, the matter must be referred to the School Admissions Service at the Local Authority.
- 9.5 The School Admissions Service will need to seek evidence of residence from parents where the matter is unclear.
- 9.6 Kibworth Mead Academy will be vigilant regarding addresses given by parents before transfer to the next phase of education, particularly if there is a late or unexpected

change of address close to transfer. Any queries be referred to the School Admissions Service.

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

9.7 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.

Tiebreak

9.8 In instances where more than one child has an equal weighting in accordance with our priority criteria, the tiebreaker used is straight-line distance between where the home address meets a public highway to Kibworth Mead Academy's designated main front gate, with whoever is closer being offered the school place. Where there is equal distance then lots will be drawn supervised by an independent officer.

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.

- 9.9 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.*
- 9.10 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 and Health Care Plan, the view of the Special Educational Needs Assessment Service (SENA) must be sought.
- 9.11 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.

Children who move further away from the school after being admitted

9.12 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.

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

Fair Access Protocol and excluded or potentially disruptive pupils

- 9.14 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 published capped admission number (AN) of 180.
- 9.15 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').
- 9.16 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.
- 9.17 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.

- 9.18 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 with Special Educational Needs

- 9.19 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 and Health Care Plan that names that school. This is not an oversubscription criterion and schools must admit Statemented/EHCP children whether they have places or not. Kibworth Mead Academy will therefore not refuse admission for a child with special educational needs.

9.20 Pupils with special educational needs but no Statement/Education and Health Care Plan 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 from overseas

9.21 The wording of the School Admissions Code applies.

Late requests, appeals, further appeals, errors and fraudulent information

9.22 Late requests for school places, e.g. those received after a closing date, will be considered on their merits, but generally will have the lowest priority of all requests, even when Kibworth Mead Academy is the nearest school. This means that it is probable that a late request will not be allowed if Kibworth Mead Academy has reached its cap of 180 in the given year group(s) and/or is oversubscribed and there is no clear and significant reason (supported with documentary evidence) that it was beyond the parent's control for not applying at the appropriate time, e.g. parent ill for some time or family returning from abroad.

9.23 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)

9.24 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.

9.25 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.

9.26 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.

Arrivals into the area and late applications

9.27 Requests for all students, including those that move their place of residence resulting in Kibworth Mead Academy being the closest school, will be refused a place if the capped AN of 180 has been reached and/or the school is oversubscribed.

However, if there are available places, where the application is submitted and agreed within 90 days of the house move, the maximum period the priority will be afforded to take up the offer and start at the school is by half a school term from the point the application was received.

Applications will be regarded as late if the application is made after 90 days of the family's house move.

- 9.28 Late applications (whether mid-term or within the normal round) will receive the lowest priority unless the parent can provide clear and convincing documentary reasons by the closing date for the normal round of applications or within 90 days of moving into the catchment.

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

9.29 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.

- 9.30 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

- 9.31 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

9.32 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.

Changes of address

9.33 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.

9.34 A cap at 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.

Exceptional circumstances

9.35 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 longterm separation between the parents and the child spends time in the week at two separate parents' addresses.

Verification of address

9.36 The following will apply

- a) Parents'/Carers' written confirmation and declarations will be sought regarding important information. Parents/Carers will be asked to verify in writing that they are residing at the address claimed and that it is their main residence. Places will be withdrawn if such declarations are subsequently found to be incorrect or not honoured and the school is oversubscribed.
- b) Documentary evidence such as Council Tax payment or Child Benefit letter information will be sought.
- c) Claims of new residence will be judged on circumstances and the documents provided; completion of both sale and purchase, where relevant, are normally necessary before a place is allocated.
- d) Officers may be authorised to visit addresses to clarify whether families are living at the addresses claimed. Such visits will be undertaken in a reasonable fashion, by officers carrying appropriate identification.

Significant change of circumstance

9.37 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).

9.38 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.

9.39 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

9.40 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)

9.41 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.

9.42 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 with split residence

9.43 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 local authority is the one where the child lives for the majority of the school week. Where it is claimed that the weekly residence arrangement varies, both addresses will be valid, and in some cases the child may be eligible to be offered a place at more than 1 school. These definitions depend on the written declaration of both parents, and if the claimed residence arrangement is found to be false, the child's place at Kibworth Mead Academy may be withdrawn even if the child has started attending.

Children of UK Services personnel and other Crown servants

9.44 The following will apply:

- Such children must be allocated a place in advance of arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. The Admission Authority must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- The Admission Authority must use the address at which the child will live when applying the school's oversubscription criteria, as long as the parents provide some evidence of their intended address. The Admission Authority must use a Unit or quartering address as the child's home address when considering the

application against the school's oversubscription criteria, where a parent requests this.

Objections

9.45 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.