

Kibworth Mead Academy Admissions Policy

2027- 2028

Policy Monitoring, Evaluation and Review

Version:	4.0
Date created:	October 2025
Author:	Cathy Brown
Determined by:	Trust Board
Date ratified:	28 February 2026
Review date:	October 2032*

** 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*

Revision History:

Version	Date	Author	Summary of Changes
4.0 (2027)	Oct 2025	CBR	Removal of detail which is provided in the School Admissions Code
3.1 (2026)	23/06/2025	CBR	Removal of reference to catchment from sections 6.1, 9.9, 9.11, 9.18. This is because the school relinquished its catchment in 2017 in preference to a distance model and references to catchment were erroneously included in version 3.0.
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 comments.
2.0	18/01/2022	CBR	Changed dates to apply to 2023 onwards Changes in line with School Admissions Code 2021: 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

Contents

Policy Monitoring, Evaluation and Review	1
Introduction	3
Planned Admission Number (PAN)	3
Application process	3
Oversubscription criteria.....	4
Tiebreaker	6
Appeals.....	6
Waiting list (Year 7 only)	6
In year (mid-term) admissions (all year groups)	7
Admission of children outside their normal age group	7
Acceptance or refusal of offers and withdrawal of places or offers of places	8
Circumstances in which an application might be refused – children with challenging behaviour and twice excluded pupils.....	9
Children who move further away from the school, including late and or mid-term applications	10
UK service personnel or Crown Servants	10

Introduction

Kibworth Mead Academy is an 11 to 16 school located in Kibworth, Leicestershire. Kibworth Mead Academy is part of The Mead Educational Trust (TMET) which is a school trust with schools in Leicester and Leicestershire.

TMET is the admissions authority for Kibworth Mead Academy and, as such, is responsible for setting the criteria for admission and their interpretation; however, at all times it will act in accordance with the statutory guidance for admissions and appeals set out in the [School Admissions Code 2021](#) and the [School Admission Appeals Code 2022](#).

The administration of applications to Kibworth Mead Academy is undertaken by Leicestershire County Council and applications can be made via [Apply for a secondary school | Leicestershire County Council](#)

All applications for places at Kibworth Mead Academy will be considered in line with the arrangements set out below.

Planned Admission Number (PAN)

Kibworth Mead Academy has a PAN for year 7 of **180**.

Kibworth Mead Academy will accordingly admit this number of pupils to year 7 up to the PAN.

Should the number of pupil applications exceed our admission number, then places will be allocated in accordance with the oversubscription criteria set out on page 3.

Application process

Applications are made to the Local Authority in which you reside, through their on-line admission process. If your application is received after the closing date (31st October in the academic year before transfer) your application will be viewed as late.

Late applications will not be considered until all applications that were received on time have been processed.

The Local Authority may request information from you relating to verification of your application for a secondary school place. For example, proof of address if residency is unclear. False information, or omission of material information, may result in disqualification, or the loss of a place after it has been offered. The length of time a child has been attending the school will also be taken into account and a place will only be withdrawn if the child has attended the school for under one term.

Decisions informing applicants of the outcome of their application will be sent out by the Local Authority on national results day (1st of March or the next working day). Places will be assumed accepted unless refused.

Admissions Timeline:

- 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

Oversubscription criteria

These apply to admissions into year 7 at the start of the academic year and for in-year admissions for any year group.

Priority will be given to children whose parents applied on time and ranked in accordance with the priority criteria set out below. Where there are more applications than places, or applications are tied, the next relevant criteria will be used to determine which application should be offered the place, if they still have identical ranking then lots will be drawn (see tiebreaker section on page 5).

Places will be allocated to pupils who have an Education, Health and Care Plan (EHCP) which names Kibworth Mead Academy before any other allocations are made.

THE ADMISSION NUMBER FOR KIBWORTH MEAD ACADEMY INTO YEAR 7 IS 180

1st	Looked after Children and Previously Looked after Children. (See note i)
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 ii)
3rd	Pupils who will have an older sibling attending the same school at the same time. (See note iii)
4th	32 children who are eligible for the Pupil Premium. (See note iv)
5th	Children of members of staff (teaching and support staff) on a permanent contract. (See note v)
6th	Pupils living nearest to the school measured in a straight-line distance (home to school front gate). (See note vi)

Notes

- i) **Criterion 1:** A '**looked after child**' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) 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.

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 or main purpose is to benefit society.

Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

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).

- ii) **Criterion 2: serious medical condition or exceptional social or domestic needs.** 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.

- iii) **Criterion 3:** 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.
- iv) **Criterion 4:** 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.
- v) **Criterion 5: children of staff.** 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 Kibworth Mead Academy for at least 2 years.

- vi) **Criterion 6: distance to school.** The distance of up to three decimal places will be measured on a straight-line basis using a geographical information system measuring from the Geo-code reference point for the child's home address to the Geo-code reference point for the School. Applicants living in the same block of flats will be regarded as living the same distance from the School.

Tiebreaker

If, two or more applications have identical ranking following applying all the above criteria in priority order, lots will be drawn. The drawing of lots will be undertaken by a senior officer in the Children and Families Department, supervised by an officer of Leicestershire County Council from another department that is independent of the School Admissions Service.

Appeals

All parents will have a right of appeal if an application for a school place at Kibworth Mead Academy is refused and this will be detailed in the refusal letter. Appeals that are to be heard as part of the normal round will be heard in accordance with the appeals timetable published on the LA's website.

Parents may contact the School Admissions Service if they require clarification of the procedure that will be followed in respect of an appeal.

Waiting list (Year 7 only)

In addition to the right to appeal, unsuccessful applicants will automatically be placed on a waiting list, determined in accordance with the over-subscription criteria. Vacancies arising between the national offer date and 31st December of the year of entry will be offered according to the order on the waiting list. The waiting list will be re-ranked in accordance with the oversubscription criteria every time another pupil applies to the School and is added to the waiting list.

LCC will maintain an oversubscription (waiting) list for transfers from primary to Kibworth Mead Academy for Year 7.

The oversubscription (waiting) list is ranked in the same order as the published oversubscription criteria and not by date of application. The list will be held after national offer date until 31st December of that year.

Applications received after the National Offer Date will be determined as mid-term applications. Any applications that are refused before 31st December will also be automatically placed on the oversubscription (waiting) lists.

LCC does not hold waiting lists past 31st December for applications to Year 7. At any point while on the oversubscription (waiting) list, the family's circumstances change and LCC has been made aware, the application will be re-assessed, and the lists will be re-ranked in accordance with the priority criteria. Where a family has failed to notify LCC of such a change and is subsequently offered a place, that place may be withdrawn.

In year (mid-term) admissions (all year groups)

Mid-term transfer requests will be co-ordinated through the LCC's School Admissions Service. The best way to apply is through the LCC Admission's portal (before applying parents are encouraged to arrange to contact Kibworth Mead Academy to make an initial enquiry).

LCC will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days (5 days for Looked after Children and Previously Looked after Children). Delays may occur where further evidence or proof is required (i.e. proof of looked after status or previous looked after status, house purchase, tenancy agreement, fair access information for complex or out of authority applications etc) or during busy periods (such as during the normal admissions round or due to when schools are closed i.e. during school holidays).

Where there are multiple in-year admissions and Kibworth Mead Academy does not have sufficient places for every child who has applied for one, places will be allocated on the basis of the oversubscription criteria.

Where the mid-term application is made through LCC, the decision will be to 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.

Admission of children outside their normal age group

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

Decisions will be made by a panel of Leicestershire County Council (LCC) professionals based on the circumstances of each case and considering the best interests of the child concerned, including the headteacher's view. This will take into account:

- parents' views;
- information about the child's academic, social and emotional development;
- where relevant their medical history;
- any views of medical and other professionals;
- whether they have previously been educated outside of their normal age group;
- whether they may have fallen into a lower age group if the child was not born prematurely; and
- the views of the school principal.

Decisions made will be clearly set out in a letter. The letter will contain a full explanation to the parent of how the decision was arrived at, as well as what recourse is available if the request is refused.

Where LCC and Kibworth Mead Academy agrees to the parent's request for their child to be admitted to a year out of their normal age group, it will be necessary for the parent(s) to apply again for a place at secondary transfer at the appropriate time a year later as part of the co-ordinated admission process. If that application is successful, the child will be admitted into Year 7. However, parents must be aware that any such consent will not guarantee them a place at Kibworth Mead Academy.

LCC will process any such application, on Kibworth Mead Academy's behalf, as part of the main admissions round, and alongside other applications for that age group, on the basis of determined admission arrangements only including the priority criteria when this applies. All late applications received after the closing date will be considered after those that have been received on time.

Any agreement by LCC and Kibworth Mead Academy to delay entry or be admitted in advance of their chronological age group will only apply in relation to the school identified by the parents.

At the point of transfer to secondary school it will be a matter for Kibworth Mead Academy, in conjunction with LCC, to determine whether to approve any request for a child to be admitted outside of their chronological age group.

Parents' statutory right to appeal against the refusal of a place at Kibworth Mead Academy does not apply if they are offered a place at the school but it is not their preferred age group.

Acceptance or refusal of offers and withdrawal of places or offers of places

In the normal admissions round offers are made for secondary transfer, national offer date 1st March, places will be assumed accepted unless refused.

For mid-term applications (outside the normal round), parents must respond to any offer of a school place within 20 days of the date of that letter directly with offer school to make starting arrangements. Where no response has been received within 20 school days of the start of the school term or the date of the offer letter (as may be appropriate), a reminder will be sent explaining that the place may be withdrawn if they do not respond to the offer. Parents will be afforded a further 10 school days to take up the school place. If no further response to the offer (either where no response has been received within 20 school days of the start of the school term or the date of the offer letter (as may be appropriate), a reminder will be sent explaining that the place may be withdrawn if they do not respond to the offer. Parents will be afforded a further 10 school days to take up the school place. If no further response to the offer (either accepting or refusing it) is received, then the offer of a place will be withdrawn.

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence, and the failure of a parent to respond to an offer of a place by the end of the summer term of the academic year in which the offer is made.

Circumstances in which an application might be refused – children with challenging behaviour and twice excluded pupils

Behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.

Kibworth Mead Academy is not able to refuse to admit a child when applying as part of the normal round of admission into Year 7, due to challenging behaviour being identified. There are other categories where Kibworth Mead Academy would not refuse admission on grounds of challenging behaviour, in accordance with the Equalities Act 2010.

Where a child has been permanently excluded from two or more schools, there is no obligation for Kibworth Mead Academy to comply with parental preference for a period of two years from the last exclusion. This does not apply to:

- children who were below compulsory school age at the time of the permanent exclusion;
- children who have been re-instated following a permanent exclusion;
- children whose permanent exclusion has been considered by a review panel. And the review panel has decided to quash a decision not to reinstate them following the exclusion; and
- children with Education, Health and Care Plans naming the school.

In addition to this, applications for vulnerable children who have been unable to secure a school place outside of the normal admissions round may be referred for consideration under the Fair Access Protocol. Further details about this can be found on LCC's website. Parents should be aware that where children are considered under the protocol, the protocol has no obligation to comply with school preference rights (although it will be considered) in seeking to secure a school place. However, there is nothing to prevent a parent from applying for a different school at that time – any such application will be considered in accordance with the usual process.

Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to LCC for action under the Fair Access Protocol (FAP).

For those of secondary school age the relevant Area Behaviour Partnership will be responsible to place the student with support as necessary.

Parents are not precluded from applying for a school place even whilst the FAP is ongoing.

For those children who have been permanently excluded and are in a transition phase (i.e. transferring from Year 6 to Year 7), all exclusions are expunged and the receiving school must take the child.

Children who move further away from the school, including late and or mid-term applications

A child who is already attending Kibworth Mead Academy and whose place of residence changes to an address further away from the school is entitled to continue attending Kibworth Mead Academy. However, any subsequent application, as a mid-term or at the point of transfer to secondary school, must be made using the new address.

Where a family have applied for or been offered a place at Kibworth Mead Academy and move home during the course of the admissions process (i.e. after the closing date for transfers but before they start) they must notify LCC immediately.

During the normal round the latest date a proof of change of address can be accepted for the purposes of an application that has already been submitted is the third Friday in March for first time admissions and junior transfers and the third Friday in December for secondary transfers. Home moves will not be accepted without proof. Where proof is received beyond the above respective 'Fridays', the applications will be considered as late.

UK service personnel or Crown Servants

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.

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.