



KING'S LEADERSHIP  
ACADEMY WARRINGTON

Schools of Character  
**Making Great Leaders**

# ADMISSIONS POLICY 2023-24



**KINGS LEADERSHIP ACADEMY  
WARRINGTON**



## Document Control

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| <b>This document has been approved for use within</b>  | Kings Leadership Academy Warrington                       |
| <b>This document has been approved by</b><br><b>On</b> | Trust Board   |
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**Kings Leadership Academy Warrington**  
Admissions Policy 2023-24

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## Introduction

Although King's Leadership Academy Warrington is a 'Free School' it is committed to maintaining its status as a comprehensive school, serving the whole community, with no use of selection in its admission arrangements and policies. In line with this ethos the Academy Trust will provide admission arrangements which are fair and reflect the needs of the whole community which the academy serves.

### King's Leadership Academy Warrington Vision

To develop in each of our students the academic skills, intellectual habits, qualities of character and leadership traits necessary to succeed at all levels and become successful citizens in tomorrow's world.

## Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## Who is responsible for this policy?

The Great Schools Trust, Board of Trustees are responsible for determining the school's Admission Policy. In undertaking this responsibility, Trustees will be guided by the requirements of the law and will conform fully to the national admissions code.

The Board ensures that the academy complies with school admissions legislation requiring local authorities to co-ordinate admissions arrangements in their area. Co-ordinated admission schemes provide a way to ensure that every parent living in a local authority receives an offer of one, and only one, school place on the same day. We are a member of Warrington Borough Council's Co-ordinated Admissions Scheme. All applications should be made through Warrington Borough Council's on-line admissions system at:

[www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions).

Parents should have regard to the contents of the Secondary Admissions Information Booklet issued by the local authority.

## Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## Process for Applications for Admission

Every child admitted to King's Warrington will be entitled to a 1-2-1 meeting with their parent and a member of staff. This takes place in the Spring Term and will ensure that we work together in the best interest of your child's transition. When King's Warrington was set up in 2012 it was always our intention to serve the parents and children of the local community. Since then the academy has become very popular and oversubscribed. In order to fulfil this, promise you will be asked, at your transition meeting, for 3 forms of evidence validating your address within our catchment area. Failure to provide evidence of residency in the local community will result in the withdrawal of your child's place in the academy so that we can be equitable in the application of the distance category in our admissions code. Suitable evidence includes utility bills, council tax bills and bank statements. Mobile phone bills are not acceptable. It is also of importance to note, that the child's primary carer must live at the same location as the child. Children cannot be registered with other family members in order to circumvent the admissions policy. These checks are for the sole purpose of fairness to all children in our catchment area.

## Planned Admission Number (PAN)

The planned admission number for Year 7 in September 2023 will be 120. Please be advised that the academy is a popular choice with competition for places.

## Oversubscription Criteria

Where more applications are received than there are places available, after the admission of pupils with a statement of special educational need naming King's Leadership Academy, applications will be considered in accordance with the school's published oversubscription criteria:

The over subscription criteria are:

1. Children in care and children formerly in care (those who have ceased to be in care because they have been adopted, or became subject to a residence order, or a special order).
2. Siblings (pupils with elder brothers or sisters already attending the preferred school and expected to continue at the school in the following school year. This includes full, half or step brothers and sisters and foster brothers and sisters who are living at the same address as part of the same family unit).
3. Children for whom a particular school is appropriate on genuine medical or social grounds. Such applications will be decided by King's Leadership Academy. (Applications on medical grounds will only be considered under this criterion if they are supported by an attached written statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested).
4. Children of current permanent members of staff at King's Leadership Academy Warrington with a minimum of two years' service at the time that the application is made.
5. Five places from the 120 will be set aside to be offered as music awards for children with an aptitude for music. Applicants will be subject to an aural skills test which is designed not to discriminate in favour of those who have already had instrumental lessons. The tests will take place during the month of November 2022. The successful applicants will receive a music award at the academy.
6. Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the site of the new school on Hillock Lane measured using a geographical information address point system based on the local and property gazetteer. This measures straight line distances from the address point of the permanent place of residence, in miles, to the address point of the school.

7. When the school reaches its published admission number from pupils within one of the categories listed above those pupils to be admitted from within that category will be those whose permanent place of residence is closest to the school as defined in oversubscription criterion 6.
8. In relation to children of multiple births, exceptionally it may be necessary to offer places over the published planned admission number. This is to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the same school.

### **Under Subscription Criteria**

If the school is undersubscribed within a category, additional offers will be made to children from the other categories until the admission number of 120 is met or all applicants have been offered a place.

### **Waiting List**

The school will maintain a waiting list until the end of the first academic term of the year. Places will be allocated using the over-subscription criteria. When a new child is added, the list will be ranked again in line with the over-subscription criteria.

## **Schedule for Admissions to Year 7 in September 2023**

The timetable for admissions to Year 7 in September 2023 is set out below:

**September 2022** – Information and applications packs are made available for parents by the local authority.

**October 2022** – Preference forms are to be submitted to the authority by the given date.

**January 2023** – The authority sends preference forms to the academy and the Governor's Admissions Committee applies the agreed criteria. The academy informs the Local Authority which pupils are to be offered a place.

**March 2023** – The Authority advises parents whether their application has been successful and informs unsuccessful parents of their right of appeal.

## **Right of Appeal**

Parents who are not offered a place for their child have the right of appeal to an independent panel. The Appeals process will be conducted by the Local Authority. Parents wishing to appeal should write to School Admissions at Warrington Borough Council or email [schooladmissions@warrington.gov.uk](mailto:schooladmissions@warrington.gov.uk) within 21 days of the date of the notification of decision. Should an appeal be unsuccessful, the Governing Body will not consider further applications from the parents within the same academic year unless there have been significant and material changes in their circumstances.

This information is published by the governors in accordance with the relevant sections of the School and Standards Framework Act 1998 as amended by the Education Act 2002.

The appeals timetable is set out as follows:

- Appeals are expected to be lodged on or before 24<sup>th</sup> March 2023.
- All on time appeal requests will be heard during April and May.
- Appellants will receive at least ten school days' notice of their appeal hearing.
- It is expected that all additional evidence in relation to an appeal is submitted five days before the date of the appeal. This is to try and ensure that all parties have time to consider the additional evidence.
- Decision letters will be sent to appellants and the school up to five days after the appeal. For 'batch' appeals in relation to the normal rounds of admission, it will be five days after the final appeal for the school is heard.

## How to make an In-Year application

Applications outside the normal admissions round (“in-year admissions”) are made using the local authority ‘In-Year’ application form which must be returned to the local authority. If more applications are received than there are places available then all applications on the waiting list will be ranked in accordance with the over subscription criteria.

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Race Disparity Audit

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

## Monitoring, Evaluation and Review

This policy will be reviewed annually by the Principal and submitted to the Trust Board for approval. The Trust will ensure that the schools nominated Local Authority admissions department also receives a copy of the policy by their set deadlines.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school’s admission arrangements at least once every 7 years.

## Linked Policies

- Safeguarding Policy
- Equality and Diversity Policy

## Other Related Documents

This policy is based on the following advice from the Department for Education (DfE):

- [School Admission Appeals Code](#)
- [School Admissions Code 2021](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our Funding Agreement and Articles of Association.

**In addition, the following documentation is also related to this policy:**

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- Searching, Screening and Confiscation (DfE)
  - Use of Reasonable Force – advice for headteachers, staff and governing bodies Behaviour and Discipline in Schools (DfE)
  - Behaviour and Discipline in Schools – advice for head teachers and school staff (DfE)
  - Information Commissioner for advice on the Data Protection Act (DfE)
  - Equality Act 2010: Advice for Schools (DfE)
  - Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
  - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
  - Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

## Summary of Changes in this Version

| Page Number | Paragraph Number | Information |
|-------------|------------------|-------------|
|             |                  | N/A         |
|             |                  |             |