



Three
Spires
TRUST

'Life in all its fullness'



The King's
CHURCH OF ENGLAND
ACADEMY KIDSGROVE

Admission Policy

Admission September 2026

Policy owner	Senior Business Manager
Date adopted	
Date updated	
Review date	

Policy Version Control

Version	Date	Author	Changes
1.0	Original Policy		
2.0			

General

1. This Admission Policy is part of the admission arrangements for The King's CofE Academy (**School**), which is part of Three Spires (**Trust**), a multi academy trust.
2. The School is a co-educational, non-selective, publicly funded secondary school welcoming applications for the admission of children regardless of aptitude, ability, special educational or other needs, disabilities or other protected characteristics.
3. The School admits children into Year 7, who will usually remain until Year 11. The Academy has a sixth form (Years 12 and 13) which caters for internal Year 11 pupils transferring to Year 12, as well as external applicants.
4. The 'admission authority' for the School is the Trust via its Board of Trustees. The Board of Trustees delegates some of its admission tasks to an Academy Admissions Committee formed of a minimum of three local governors.
5. The application of this policy and the performance of all admission related functions are carried out by the Trust and the Academy Admission Committee in compliance with the School Admissions Code 2021 (**Admissions Code**) and the School Admission Appeals Code 2022 (**Appeals Code**), as well as other relevant laws such as the Equality Act 2010, Human Rights Act 1998, and the law and statutory guidance relating to special educational needs.
6. In education law and this policy, a 'parent' means a birth parent or adoptive parent of a child/external applicant (irrespective of whether they have care of, contact with or parental responsibility for the child/external), as well as other persons who are not the birth parent or adoptive parent of the child/external applicant but who have care of and/or parental responsibility for them.
7. In determining whether a 'parent' has care of a child or young person at the time of application or appeal, any absence of the child or young person at a hospital or boarding school and any other temporary absence will not be taken into account.
8. This policy refers to applicants for places as follows:
 - 8.1. Applicants for places in Year 7 to Year 11 are referred to as "children".
 - 8.2. Applicants for places in Year 12, who are existing pupils in Year 11, are referred to as "internal pupils."
 - 8.3. Applicants for places in Year 12 and Year 13 are referred to as "external applicants".
 - 8.4. Where something applies to children, external applicants and internal pupils, these will be referred as "all applicants".

Children with an Education, Health and Care Plan (EHCP)

9. All applicants with an EHCP are not admitted under this policy as they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25 years and Part 3 of the Children and Families Act 2014. Their EHCPs are maintained by their home Local Authority, which is responsible for making decisions as to which educational setting will be named in the EHCP as the one they will attend.
10. Parents of all applicants with an EHCP who want them to be educated at the School, must discuss this with the SEN team at their home Local Authority. The home Local Authority may then consult the School on its suitability and compatibility, before deciding whether or not to name the School in the EHCP.
11. Where the Academy is named in section I of the EHCP, it will admit the applicant. Where this happens in the 'normal admission round' (i.e. admission to Year 7 or Year 12 at the start of September), these places will be allocated within the PAN, reducing the number remaining for allocation under this policy. Where this happens at any other time, they will be admitted when the Academy is named regardless of numbers.

Home Address

12. Home address is defined below, and it is the address meeting this definition that must be stated in the application, and which will be used when processing the application.
13. The child/external applicant's home address is the residential (not business) address at which they will normally live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time, at the time of their application. The home address will usually (but not always) be the address at which the child/external applicant is registered with their GP, hospital, dentist and/or optician, at the time of application.
14. Where the child/external applicant resides with more than one parent and there is a factual 50% split between the time described above, the home address will be that used in the application.
15. Parents will be expected to provide satisfactory documentary evidence of the child/external applicant's home address, and/or the home address of others (e.g. siblings, children of staff) where appropriate. This may include proof of ownership and renting.
16. Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the child/external applicant's permanent home address may be requested. If the child/external applicant/sibling moves address during the course of the application process, Staffordshire Local Authority, or (if different) their home Local Authority must be notified as soon as possible, and provided with satisfactory documentary evidence that the new address meets the definition in this admissions policy, and of the expected moving date.
17. Applications are welcome for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the applicant will live when they return, as long as the parents provide some evidence of this address. Alternatively, a Unit or Quartering address may be used, at the parent's request.

Admission to Year 7 to Year 11

Published Admission Number (PAN) for Year 7

18. The PAN for Year 7 is 150.

Oversubscription Criteria for Year 7 to Year 11

19. Where there are fewer applications than places available, all children will be offered a place.
20. Where there are more applications than places available, the order in which places will be allocated will be as set out below.

20.1. 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 Order or Special Guardianship Order, as well as a child who appears to the Academy Admissions 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 criterion may need to be supported by **documentary evidence**, such as a signed letter from the child's current or former Social Worker confirming their status. Documentary evidence **must only** include confirmation of the child's status as a Looked After Child or Previously Looked After Child and no other details such personal details about parents and families, the first language of the child, details of parents' or a child's disabilities, special educational needs or medical conditions.

In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance Admissions priority for children adopted from state care outside England will be followed. The guidance can be found [here](#).

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

Where no documentary evidence can be provided, the application will be considered on the available evidence.

Foundation Places

20.2. The School has then designated up to 25 places as Foundation Places. These places are designated

for children with at least one parent who has attended worship at least twice a month for one year prior to the date of application at a church that is a member of Churches Together in Britain and Ireland or Churches Together in England and/or the Evangelical Alliance and the order in which Foundation Places will be allocated is set out below:

20.3. Children with at least one parent who has attended worship at least twice a month for one year prior to the date of application at a church that is a member of Churches Together in Britain and Ireland or Churches Together in England and/or the Evangelical Alliance and with a sibling at the School at the time of application and at the time of starting at the School

For inclusion in this criterion:

- a. A parent must have attended worship at a church that is a member of Churches Together in Britain and Ireland or Churches Together in England and/or the Evangelical Alliance at least twice a month for one year prior to the date of application. The list of churches falling into this definition can be found below;
 - [Churches Together in Britain and Ireland](#)
 - [Churches Together in England](#)
 - [Evangelical Alliance](#)
- and**
- b. The sibling must be on the roll in in Year 7 to Year 13 at St Regis Church of England Academy at the time of application, and it is anticipated that the sibling will still be on the roll when the applicant child starts at the School. For the avoidance of doubt, this means that siblings in Year 13 who will have left at the time the applicant child starts at the School will not meet the definition of a 'sibling' for the purposes of this policy.

A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner where they have cohabited for at least one year.

In all cases, the sibling must live at the applicant child's home address (as defined in this policy) as part of the child's family unit. For the avoidance of doubt, a child of an extended family member (e.g. cousin, grandchild or child of another child of the family), or the child of a friend, will not meet the definition of a 'sibling' even if they live at the same address as the applicant child.

Applications under this criterion must be accompanied by a **supplementary information form**, signed by the principal minister/faith leader of the church, confirming eligibility in this criterion. This form is available to download on the School's website or in hard copy format from the School's main office.

Parents will be expected to provide satisfactory documentary evidence of the child applicant's home address, and/or the home address of others (e.g. siblings, children of staff), and/or family relationships where appropriate. This may proof of ownership and renting.

For clarity, the parent qualifying under this criterion is not required to live at the home address of the child/sibling.

20.4. Children of a staff member of The King's CofE Academy or the children of the partner of a member of staff The King's CofE Academy, where they have cohabited for at least one year at the child's home address where the staff member has attended worship at least twice a month for one year prior to the date of application at a church that is a member of Churches Together in Britain and Ireland or Churches Together in England and/or the Evangelical Alliance.

For inclusion in this criterion the staff member must be based at St Regis Church of England Academy for more than 50% of their normal working hours each week during term time, and have been:

- a. Working at the School for at least two years at the time of application; **or**
- b. Recruited to fill a vacant post at the School for which there is a demonstrable skill shortage, as confirmed by the Trust HR Manager.

For the avoidance of doubt, it is not possible for a staff member to have priority at more than one School within the Trust.

The staff member may be full or part time and teaching or non-teaching staff.

For clarity, where the staff member is also the parent of the child, the staff member is not required to reside at the same home address as the child.

A child of the partner of a staff member would qualify under this criterion if they have cohabited for at least one year at the child's home address.

The staff member must have attended worship at a church that is a member of Churches Together in Britain and Ireland or Churches Together in England and/or the Evangelical Alliance at least twice a month for one year prior to the date of application. The list of churches falling into this definition can be found below;

- [Churches Together in Britain and Ireland](#)
- [Churches Together in England](#)
- [Evangelical Alliance](#)

Applications in this criterion must be accompanied by:

- a. 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 and signed by the parent's HR Manager at the Trust. This form is available to download on the Three Spires Trust Academy Portal, or in hard copy format from the School's main office; **and**
- b. a **supplementary information form**, signed by the principal minister/faith leader of the church, confirming the staff member's eligibility in this criterion. This form is available to download on the School's website or in hard copy format from the School's main office.

20.5. All other children with at least one parent who has attended worship at least twice a month for one year prior to the date of application at a church that is a member of Churches Together in

Britain and Ireland or Churches Together in England and/or the Evangelical Alliance

For inclusion in this criterion, a parent has attended worship at a church that is a member of Churches Together in Britain and Ireland or Churches Together in England and/or the Evangelical Alliance at least twice a month for one year prior to the date of application. The list of churches falling into this definition can be found below;

- [Churches Together in Britain and Ireland](#)
- [Churches Together in England](#)
- [Evangelical Alliance](#)

Applications under this criterion must be accompanied by a **supplementary information form**, signed by the principal minister/faith leader of the church, confirming eligibility in this criterion. This form is available to download on the School's website or in hard copy format from the School's main office.

Open places

21. The School has designated the remaining places within the PAN as Open Places for applications from children that do not qualify under the Foundation Places and the order in which Open Places will be allocated is set out below:

21.1. Children with a sibling who is at the School at the time of application and will continue to be at the School on entry

The sibling must be on the roll in in Year 7 to Year 13 at The King's CofE Academy at the time of application, and it is anticipated that the sibling will still be on the roll when the applicant child starts at the School. For the avoidance of doubt, this means that siblings in Year 13 who will have left at the time the applicant child starts at the School will not meet the definition of a 'sibling' for the purposes of this policy.

A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner where they have cohabited for at least one year.

In all cases, the sibling must live at the applicant child's home address (as defined in this policy) as part of the child's family unit. For the avoidance of doubt, a child of an extended family member (e.g. cousin, grandchild or child of another child of the family), or the child of a friend, will not meet the definition of a 'sibling' even if they live at the same address as the applicant child.

Parents will be expected to provide satisfactory documentary evidence of the child applicant's home address, and/or the home address of others (e.g. siblings, children of staff), and/or family relationships where appropriate. This may proof of ownership and renting.

21.2. Children attending one of the specified feeder schools of application

For inclusion in this criterion, children must be attending one of the following specified feeder schools at the time of application:

- Hanley St Lukes' Church of England Academy
- Springhead Primary School
- St Giles' & St George's C of E Academy
- St Mary's CE Primary School
- St Saviour's C of E Academy
- St Thomas' CofE Primary Academy
- The Reginald Mitchell Primary School

For inclusion in this criterion, parents must confirm attendance at the named feeder school in the common application form.

21.3. Children of a staff member of The King's CofE Academy or the children of the partner of a member of staff of The King's CofE Academy where they have cohabited for at least one year at the child's home address

For inclusion in this criterion, the staff member must be based at The King's CofE Academy for more than 50% of their normal working hours each week during term time, and have been:

- a. Working at the School for at least two years at the time of application; or
- b. Recruited to fill a vacant post at the School for which there is a demonstrable skill shortage, as confirmed by the Trust HR Manager .

For the avoidance of doubt, it is not possible for a staff member to have priority at more than one School within the Trust.

The staff member may be full or part time and teaching or non-teaching staff.

For clarity, where the staff member is also the parent of the child, the staff member is not required to reside at the same home address as the child.

A child of the partner of a staff member would qualify under this criterion if they have cohabited for at least one year at the child's home address.

Applications in this criterion 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 and signed by the parent's HR Manager at the Trust. This form is available to download on the Three Spires Trust Academy Portal, or in hard copy format from the School's main office.

21.4. Children whose home address is situated in the Local Authority's designated catchment area for the school.

For inclusion in this criterion, the child's home address must be situated in the Local Authority's designated catchment area for the School. The Local Authority's designated catchment area for the purpose of admission can be checked [here](#).

21.5. All other children

All applicant children not included in any of the criteria above will be allocated places in this criterion.

Tie Breaker for applications to Year 7 to Year 11

22. In each of the oversubscription criteria above, where there are more applicants than places in any of the oversubscription criteria above, the order in which places are allocated will be determined by reference to the distance between the child's home address (as defined in this policy) and the School, with those living closer having higher priority.
23. The Local Authority uses a geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The co-ordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS address point data.
24. Where the distance between two or more applicant children is equal (e.g. where they may live in the same block of flats), random lottery will be used to determine the order in which places are allocated, which will take place in front of a person who is independent of the School.
25. In the case of twins, triplets or siblings of a higher multiple birth, where one or more of this sibling group achieve a place in the usual way, but the remaining sibling(s) do not, all of them will be offered a place even where this means exceeding the PAN or normal maximum pupil number for that year group.

Application Process in the 'Normal Admission Round' (Year 7)

26. All local authorities are required to coordinate admission in the 'normal admission round' for all schools in their area.
27. The '**normal admission round**' for applications for admission to Year 7 in September covers all applications made by the statutory deadline for applications (**31 October 2025**), as well as applications made after this date but in time for the Local Authority to offer a place by 'national offer day' (**1 March 2026 or the next working day**).
28. Applications in the 'normal admission round' for Year 7 must be made to the child's home Local Authority using their **Common Application Form**, which will be available on their website. For children resident in Staffordshire Local authority, the webpage can be accessed by clicking [here](#).

29. Parents must carefully consider the oversubscription criteria above to check whether any additional forms or documentation must accompany the application for inclusion in a particular oversubscription criterion, as failing to do so is likely to prevent the right criterion being identified, which could result in a place not being offered.
30. A '**late application**' is one received before the first day of term but not in time for the Local Authority to offer a place on 'national offer day'. As these applications cannot be processed until after the first round of place allocations has happened, this is likely to adversely impact on the chances of achieving a place. Parents are therefore strongly encouraged to submit applications by the statutory deadline.

Admission to Year 12 and Year 13

Published Admission Number (PAN) for Year 12

31. The PAN for Year 12 is 35.
32. This PAN relates to external applicants for Year 12 only, as internal pupils are already on the roll and do not need to apply for admission under this policy.
33. Internal pupils will transfer from Year 11 to Year 12 if they meet the Minimum Academic Entry Criteria below and want to continue their education into Year 12.
34. On GCSE results day when the number of internal pupils transferring to Year 12 is known, it is possible that additional external applicants can be offered places above the PAN stated above and this will be done in accordance with the oversubscription criteria applicable to sixth form.
35. For the avoidance of doubt, the oversubscription criteria do not apply to internal pupils.

Minimum Academic Entry Criteria (MAEC) for Year 12

36. External applicants and internal pupils must meet the MAEC included in the table below to be considered for a place in Year 12.
37. Any external applicant that does not achieve a grade 4 or above in English or Maths GCSE will be required to re-sit these subjects in Year 12, alongside their studies.

Level 3	Minimum of 5 GCSEs at Grade 4 or above
Level 2	Minimum of 4 GCSEs at Grade 3 or above
Subject Specific Requirements:	Each course has its own specific requirements relating to the subject. These are set out in the link here , which is published on the Academy's website with the admission arrangements for The King's CofE Academy.

38. The MAEC included in the table above set a threshold which, once reached, puts all external applicants on an equal footing for places, with the oversubscription criteria and tie breaker below being applied to determine who will be allocated places where there are more eligible external applicants than places available. For the avoidance of doubt, external applicants achieving higher grades will not receive higher priority and places will not be allocated by reference to grades from highest to lowest.
39. The MAEC are part of the School's determined admission arrangements and will therefore be strictly applied. They may only be adjusted for internal pupils or external applicants where this is necessary in order to avoid a particular/substantial disadvantage caused by a disability or other protected characteristic with respect of the achievement of required grades which has not already been addressed during the examination process via special consideration or access arrangements.

Oversubscription Criteria for Years 12 and 13

40. Where there are fewer applications than places available, all external applicants will be offered a place.
41. Where there are more applications than places available, the order in which places will be allocated will be:

41.1. Looked after and previously looked after external applicants

A 'looked after external applicant' 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 external applicant' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a Child Arrangements Order or Special Guardianship Order, as well as an external applicant 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 criterion may need to be supported by **documentary evidence**, such as a signed letter from the external applicant's current or former Social Worker confirming their status. Documentary evidence **must only** include confirmation of the external applicant's status as a Looked After external applicant or Previously Looked After external applicant and no other details such as personal details about parents and families, the first language of the external applicant, details of parents' or external applicant's disabilities, special educational needs or medical conditions.

In the case of external applicants adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance Admissions priority for children adopted from state care outside England will be followed. The guidance can be found [here](#).

Where the Virtual School Head (VSH) at the Local Authority has already verified the external applicant's status and the Academy is able to confirm this with them, there will be no need for evidence to be provided with the application.

41.2. External applicants with a sibling who is at the School at the time of application and will continue to be on entry

The sibling must be on the roll in in Year 7 to Year 13 at The King's CofE Academy at the time of application, and it is anticipated that the sibling will still be on the roll when the external applicant starts at the School. For the avoidance of doubt, this means that siblings in Year 13 who will have left at the time the external applicant starts at the School will not meet the definition of a 'sibling' for the purposes of this policy.

A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one external applicant's parent is married or in a civil partnership with the other external applicant's parent) and an external applicant of the applicant's parent's partner where they have cohabited for at least one year.

In all cases, the sibling must live at the external applicant's home address (as defined in this policy) as part of the external applicant's family unit. For the avoidance of doubt, a child of an extended family member (e.g. cousin, grandchild or child of another child of the family), or the child of a friend, will not meet the definition of a 'sibling' even if they live at the same address as the external applicant.

Parents will be expected to provide satisfactory documentary evidence of the external applicant's home address, and/or the home address of others (e.g. siblings, children of staff), and/or family relationships where appropriate. This may include proof of ownership and renting.

41.3. External applicants whose parent is a staff member of The King's CofE Academy or the external applicant of the partner of a member of staff of The King's CofE Academy where they have cohabited for at least one year at the external applicant's home address

For inclusion in this criterion, the staff member must be based at The King's CofE Academy or more than 50% of their normal working hours each week during term time, and have been:

- a. Working at the School for at least two years at the time of application; **or**
- b. Recruited to fill a vacant post at the School for which there is a demonstrable skill shortage, as confirmed by the Trust HR Manager.

For the avoidance of doubt, it is not possible for a staff member to have priority at more than one School within the Trust.

The staff member may be full or part time and teaching or non-teaching staff.

For clarity, where the staff member is also the parent of the external applicant, the staff member is not required to reside at the same home address as the external applicant.

An external applicant of the partner of a staff member would qualify under this criterion if they have cohabited for at least one year at the external applicant's home address.

Applications in this criterion 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 and signed by the parent's HR Manager at the Trust. This form is available to download on the Three Spires Trust Academy Portal, or in hard copy format from the School's main office.

41.4. All other external applicants

All external applicants not included in the criteria above will be allocated places in this criterion.

Tie Breaker for applications to Year 12 to Year 13

42. In each of the oversubscription criteria above, where there are more external applicants than places in any of the oversubscription criteria above, the order in which places are allocated will be determined by reference to the distance between the external applicant's home address (as defined in this policy) and the School, with those living closer having higher priority.
43. The Local Authority uses a geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The co-ordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS address point data.
44. Where the distance between two or more external applicants is equal (e.g. where they may live in the same block of flats), random lottery will be used to determine the order in which places are allocated, which will take place in front of a person who is independent of the School.
45. In the case of twins, triplets or siblings of a higher multiple birth, where one or more of this sibling group achieve a place in the usual way, but the remaining sibling(s) do not, all of them will be offered a place even where this means exceeding the PAN or normal maximum pupil number for that year group.

Application Process for Admission to Year 12 in September

46. Applications for the admission of external applicants to Year 12 in September must be made directly to the School by completing a Sixth Form Admission Application Form.
47. This form can either be completed online via the Academy's website by clicking [here](#), or it can be downloaded and printed out or obtained in hard copy format from the Academy's main office and then submitted to the Academy either to by email to 6thform@thekingscofeacademy.org or post/hand delivery to the School main office marked for the attention of the Academy Admissions Committee.

48. Parents/external applicants must carefully consider the oversubscription criteria above to check whether any additional documentation should must accompany the application for inclusion in a particular oversubscription criterion, as failing to do so could is likely to prevent the correct highest right criterion being identified, which could result in a place not being offered.
49. Applications should be submitted by 31st January. All applications received will be processed and conditional offers of a place will be made to external applicants on or before 28th February on the basis of their predicted GCSE grades. Any application received after 31st January will be treated as a late application and will not be processed until after the first round of conditional offers has been made.
50. External applicants will be invited to a discussion about pathway options and entry requirements for particular courses, but this does not form any part of the decision making process on whether to make a conditional offer.
51. External applicants who have received a conditional offer who subsequently achieve the MAEC (including Subject Specific Requirements for the courses they applied for) on GCSE results day will receive a firm offer of a place on sight of original documentary evidence of their GCSE grades. A place must be accepted by the deadline stated in the offer letter, otherwise the offer will be withdrawn.

Other general matters

Application Process for In-Year Admission

52. An 'in-year application' is one made for Year 7 or Year 12 on or after the first day of term in September, or for any other Year Group at any time.
53. In-year applications made for Year 7 and Year 12 may be refused on the basis that there are no places available within their respective PANs.
54. In respect of in-year applications for all other Year Groups, a place will be offered unless admitting an additional child would prejudice the efficient provision of education, and/or the efficient use of resources.
55. Where there are more in-year applications for the same Year Group and some, but not all, children can be offered a place within the PAN for Year 7 and Year 12 or without causing prejudice for all other Year Groups, the oversubscription criteria and tie breaker will be applied to determine the allocation of these places.
56. For in-year application, the application must be made directly to the School by completing the [In-Year Admission Application Form](#) which is available [here](#). This form can be downloaded and printed out or obtained in hard copy format from the School's main office and then submitted to the School either by email to office@thekingscofeacademy.org or by post/hand delivery to the School's main office, marked for the attention of the Academy Admissions Committee.
57. In all cases, parents must carefully consider the oversubscription criteria above to check whether any additional forms or documentation should accompany the application for inclusion in a particular oversubscription criterion, as failing to do so is likely to prevent the right criterion being identified, which could result in a place not being offered.

58. All In-Year applications will be processed in line with the above and the outcome of in-year applications will be notified in writing to parents within a maximum of **15 school days** of receipt of the application along with the statutory right of appeal where the application is refused.

Requests for Admission Outside Normal Age Group

59. Parents/external applicants have a right to request permission for admission to a year group outside their normal age group, which may be above or below. However, this is not an absolute right. The request must be considered by the Academy Admission Committee which must decide whether to agree it in principle, or refuse it, taking into account the factors set out below.

60. These requests are not applications for admission, which must still be made in the usual way. Parents/external applicants are strongly encouraged to make these requests as early as possible, preferably well ahead of any deadlines for their normal age group, so that they make informed decisions as to preferences when they subsequently apply for admission. A request must be made to the 'admission authority' for each school for which admission is sought outside normal age group, as the outcome may not be the same for all.

61. The Academy Admissions Committee make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parent/external applicant's views, the Headteacher's 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 Reception 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. This is not an exhaustive list, and parents may put forward any matters or documents for consideration.

62. Parents/external applicants must complete a Request for Admission Outside Normal Age Group Form. This form can be downloaded and printed out or obtained in hard copy format from the School's main office and then submitted to the School either by email to enquiries@thekingscofeacademy.org or by post/hand delivery to the School's main office marked for the attention of the Academy Admissions Committee.

63. The Academy Admissions Committee will notify the parents/external applicant of the outcome of their request in writing within 15 school days, and will explain its reasons in sufficient detail for them to understand why it came to that decision.

64. Where the request is agreed in principle in advance of an application being made, the letter should accompany the subsequent application. Parents/external applicants should note that receiving agreement in principle to admission outside normal age group does not guarantee a subsequent offer of a place, it simply opens the door for an application for that year group to be accepted and processed with all others received at the same time.

65. Parents/external applicants do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, however they may complain to the School about the outcome under its published Complaints Policy, if they wish.

Statutory Right of Appeal

66. All applicants have a statutory right of appeal to an independent Admission Appeal Panel against the

refusal of a place at the School. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.

67. All appeals will be dealt with strictly in accordance with the School Admission Appeals Code 2022 (as revised and republished from time to time).
68. The School will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before **28 February 2026**.

Waiting List

69. The School only operates a waiting list for Year 7 and Year 12 and the waiting list will remain open until 31 December of the school year of admission. After this date, all names are deleted.
70. A waiting list is not operated for any other year group.
71. The waiting list is ranked by reference to the oversubscription criteria above, and not by reference to the date that the child/external applicant's name was added to the list or any other criterion. This means a child/external applicant's name can go up, as well as down, the list as more names are added.
72. When a place becomes available, if there is more than one child/external applicant in the highest criterion, the same tie breaker will be applied to determine which child/external applicant will be offered the place.
73. Children allocated a place under the Fair Access Protocol (which all schools are required to participate in) will take precedence over children/external applicants on the waiting list.

Review and Determination of Admission Arrangements

74. The admission arrangements for a School must be determined every year by the Board of Trustees. Where any changes are proposed from the substantive criteria determined for the previous intake, these must be consulted on for a minimum of 6 calendar weeks between 1 October and 31 January ahead of determination on or before 28 February.
75. The admission arrangements for the 2026 intake were determined by the Board of Trustees on **[this date will be inserted after determination on or before 28 February 2025, ahead of publication on or before 15 March 2025]**.
76. Please submit any queries regarding these admissions arrangements directly to the Academy Admissions Committee via: The Chair, C/O The King's CofE Academy, First Avenue, Kingsgrove, Stoke on Trent, ST7 1DP or by email to enquiries@thekingscofeacademy.org.