

# Viking Academy Trust



## Admissions Policy

Upton Junior School

Academic Year: 2026-27

The VIKING ACADEMY TRUST 'Admissions Policy' for Upton Junior School has been written following advice from KCC Admissions and DfE guidance.

**Approved by the Trust: Term 4, 2025**

**Reviewed annually: Term 4**

**Last review date: Term 4, 2025**

**Signed:**

A handwritten signature in blue ink, appearing to read 'A. Roberts', is written over a faint, illegible printed name.

**Chair of Trustees**

# Admissions Policy

## The Viking Academy Trust

### Upton Junior School

The VIKING ACADEMY TRUST 'Admissions Policy for Upton Junior School' has been written following advice from KCC Admissions and DFE guidance.

Upton Junior School is a part of Viking Academy Trust and will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2014 ("the Admissions Code"), the School Admission Appeals Code of Practice 2012 ("the Appeals Code") and the law on admissions. Reference in the codes to admission authorities shall be deemed to be references to the Board of Trustees of Viking Academy Trust the powers and functions of which may be delegated to the Local Advisory Body (LAB).

#### ***Schools within the Viking Academy Trust are:***

*Upton Junior School*

*Chilton Primary School*

*Ramsgate Arts Primary School*

All Schools in Viking Academy Trust will participate in the co-ordinated admission and appeals arrangements administered by Kent Local Authority (LA) and in respect of other arrangements specified in the Admissions Code.

Notwithstanding these arrangements, the Secretary of State may direct the academy to admit a named pupil to the academy on application from a LA. Before doing so the Secretary of State will consult the Trust.

This admissions policy is for:

School Name: **Upton Junior School**

Edge End Road

Broadstairs

Kent

CT10 2AH

#### **General admissions arrangements**



This policy applies to admissions in the academic year **2026-27**

The number of children who will be admitted in this admission cohort is **128**.

Arrangements for applications for places for Year 3 children to Upton Junior School will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the LA online application portal and administered by the LA.

Viking Academy Trust will use the LA's timetable for applications to the academy each year (exact dates within the months may vary slightly from year to year). This will fit in with the timetable for the co-ordination of admission arrangements agreed following consultation, within the LA.

September: The Trust will publish information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2025 for admission in September 2026). This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the Trust.

November/December/January: The Trust will provide opportunities for parents/carers to visit Upton Junior School.

January: Application to be completed via the portal organised by Kent Local Authority. For 2026 applications the national closing date for primary applications will be the second week of January.

February: The LA sends the school applications to the Trust.

March: The Trust will advise the LA of applicants who meet required admissions criteria where it has been necessary to verify this for them, e.g. distance measurement.

April: Offers made to parents/carers.

### **Upton Junior School admissions oversubscription criteria**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs, Education Health and Care Plan where the school is named on the statement, the criteria will be applied in the order of priority as shown below to assist in the decision making process (*before the application of oversubscription criteria, children with a **statement of special educational need or Education (SSEN), Health and Care Plan (EHCP)** which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly*):

Places will be offered in accordance with the following criteria:

1. **Children in Local Authority Care or Previously in Local Authority Care.** - 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.

**Children Previously in Care Outside of England** – Children who appear to KCC 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 in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**2. Children of staff in either or both of the following circumstances:**

- i) where the member of staff has been employed for one or more years at the time at which the application for admission to the school is made, and/or
- ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage for the requirements of the post

**3. Attendance at a linked school.**

Upton Junior School has an admission link established with St Mildred's Infant School (used for admission purposes only).

**4. Children with a sibling attending the school at the time of application.**

Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters). Unfortunately, if an older sibling is attending school in Year 6, parents will not be able to claim a sibling link for the younger child, as the older sibling will be transferring to secondary school.

**5. Health, social and special access reasons (medical).**

This criterion will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to children under this criterion whose mental or physical impairment means they have a demonstrable and significant need to attend Upton Junior School. Equally this priority will apply to children whose parents/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend Upton Junior School. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner who can demonstrate a special connection between the child's needs and Upton Junior School.

**6. Nearness of children's homes to school**

Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

### **Tie-break**

In the event of a 'tie-break' situation we will first apply distance from school to decide who has priority under criteria 3-6. If we are unable to establish who lives closer to the school we would use a method of random selection, this would take the form where all names which have equal eligibility will be issued a number and drawn randomly to decide which child should be given the place. This process will be undertaken by the local authority (or another body unconnected with the Academy Trust).

### **Admission out of year group**

A request for admission out of year group should be made to the Viking Academy Trust - admissions authorities (Viking Academy Trust) do not have to comply with parental wishes. Instead, the admissions code says that admissions authorities (Viking) must decide whether to admit out of year on a case-by-case basis, keeping the best interests of the child in mind.

The DfE's advice states... 'that if a request to be admitted out of year is not granted, parents do not have the right to appeal. They can only appeal if the child is not offered a place within his/her age group.'

It is for the admission authority (Viking) to determine whether pupils can be placed outside their normal age group when they first enter a school. This also applies to children eligible for Year 1, if their parents ask for them to be placed in Reception.

In an academy, the admission authority is the trust, with the Executive Headteacher acting on its behalf.

Paragraph 2.17 of the DfE School Admissions Code explains:

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

The Trust (as Admission Authority) must make decisions based on the circumstances of each case and in the best interests of the child concerned.

They must take into account:

- The parents' views
- Information about the child's academic, social and emotional development
- Where relevant, the child's medical history and views of a medical professional
- Whether the child has previously been educated out of his/her normal age group
- Whether he/she may naturally have fallen into a lower age group if it were not for being born prematurely
- The views of the Head of School concerned

## **Withdrawal of places**

After a place has been offered the Trust reserves the right to withdraw the place in the following circumstances:

- when a parent has failed to respond to an offer within a reasonable time;
- when a parent has failed to notify the Trustees of important changes to the application information;
- the place was offered on the basis of a fraudulent or intentionally misleading application from a parent.

## **In-year admissions**

An in-year application for Upton Junior School should be made directly to the school, using a separate copy of the LA's single 'In Year Common Application Form' (IYCAF). If the school is able to offer a place, the school will inform the LA. If the school cannot offer a place, you will be told how to appeal and the child's name will be placed on the school's waiting list (see below) if this is requested by the parent.

## **Oversubscription**

Where applications for admission exceed the number of places available, or where no vacancies are available at the time of application, unsuccessful applicants will be offered a place on the school's waiting list. This list is maintained across the academic year. The child's ranking on the waiting list will be in accordance with the school's admissions oversubscription criteria.

## **Appeals**

Parents/carers will have the right of appeal to an Independent Appeal Panel ("Appeal Panel") if they are dissatisfied with an admission decision. Viking Academy Trust schools participate in the co-ordinated admission and appeals arrangements administered by Kent Local Authority (LA). Parents apply to the LA if they are unhappy with an admission decision.

## **Procedures for determining admission arrangements**

### **Consultation**

The Trust shall consult every seven years on its proposed admission arrangements these are the subject of change in any year. Where consultation is required the academy will consult for a period of six weeks between October and the following January. All relevant bodies listed in paragraph 1.44, Section 1 of the Admissions Code will be consulted and the consultation will be conducted directly with the relevant LA authorities and by way of publication on the Upton Primary School's website.

### **Determination and publication of admission arrangements**

Following consultation, the Trust will consider comments made by those consulted. The Trust will then determine its admission arrangements by 28 February of the relevant year and notify those consulted of what has been determined.

### **Publication of admission arrangements**

The Trust will publish its admission arrangements each year once these have been determined, by sending copies to LA, the consulted bodies and publishing on the Upton Junior School's website.

The published arrangements will set out:

- a) The name and address and contact details;
- b) A summary of the admissions policy, including oversubscription criteria;
- c) Numbers of places and applications for those places in the previous year; and
- d) Arrangements for hearing appeals.

### **Representations about admission arrangements**

Where any bodies that were consulted, or that should have been consulted, make representations to the Academy Trust about its admission arrangements, the Trust will consider the representations before determining the admission arrangements.

Where the Trust has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the admission arrangements, they can make representations to the Schools Adjudicator.

Objections must be referred to the Adjudicator by 15 May in the admissions determination year. Information on how to make an objection can be obtained from the office of the Schools Adjudicator: <http://www.schoolsadjudicator.gov.uk>.

The Secretary of State may direct changes to Upton Primary School proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed PAN. The Secretary of State will consult the Trust before making any direction.

Pursuant to the Admissions Code 2014 the Trust may decide to admit above its PAN in year. It may also increase its stated PAN for any determination year and future years provided that the necessary approvals at board level and that of the Secretary of State are received. In these cases, it is not necessary to consult but the Admissions Code provides for the LA to be given notice to enable them to deliver their co-ordinated responsibilities effectively.

### **Proposed changes to admission arrangements by the Trust after arrangements have been published**

Once the admission arrangements have been determined for a particular year and published, the Trust will propose changes only if there is a major change of circumstances. In such cases, the Trust must notify the relevant bodies of the proposed variation and must then apply to the Secretary of State setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;

c) any comments or objections from those entitled to object.

### **The need to secure the Secretary of State's approval for changes to admission arrangements**

Following the consultation process outlined in this policy, the Trust will consult as may be required and/or necessary and seek the consent of the Secretary of State to any changes in its admission arrangements.

Records of applications and admissions shall be kept by the academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.