



Amherst School (Academy) Trust

Admissions Policy 2025/2026

Policy Title	Admissions Policy
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Policy Reference	
Function	For Information and Guidance
Status	Statutory <i>Out for consultation 2018</i>
Audience	Parents, Governors, Headteacher, Teachers, Support Staff, the Department for Education
Ownership / Implementation	The Headteacher and the Governing Body have overall responsibility for ensuring that this policy is implemented.
Staff member responsible	Headteacher
Review Frequency	Annual
Date Approved by Governing Body	November 2023 (Amended March 2024)
Date for Review	November 2024



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Admissions Arrangements 2025/2026

Our current facilities allow for a maximum of 384 pupils and there are no plans to expand the school. The published admission number per year group for Amherst School (Academy) Trust is 96. In accordance with legislation, where a child's Education Health and Care Plan (EHCP) names Amherst School (Academy) Trust Primary School as the most appropriate school, priority will be given to that child. Before the application of our oversubscription criteria children with an Education Health and Care Plan which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

Where there are more applications than the number of remaining places, pupils will be prioritised in accordance with the oversubscription criteria as set out below:-

a) Looked After Children and previously Looked After Children - 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.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission 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.

b) Children attending our linked infant school (Riverhead Infants' School); children moving from Year 2 into Year 3.

c) Where the child has a sibling attending Amherst Academy Trust or Riverhead Infants' School at the time of entry. In this context a sibling is a brother or sister who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sister and foster brothers and sisters.

d) Proximity of the child's home address to the school, with those living nearer being accorded the higher priority. A child's home address is considered to be a residential property that is the child's



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only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardians or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.

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.

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place. If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

All waiting lists are maintained in criteria order and kept in place for the entire academic years.

Requests for admission to the school outside of the normal age group should be made to the Headteacher of the school as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports however there is no legal requirement for this. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept the admission outside the normal point of entry.



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Applications should be made and will be processed in the same way as all applications for the cohort. Offers will be made in accordance with each school's oversubscription criteria.

After a place has been offered the school reserves the right to withdraw the place in the following circumstance:

1. When a parent has failed to respond to an offer within a reasonable time; or
2. When the parent has failed to notify the school of important changes to the application information;
or
3. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from the parent.