Cygnus Academies Trust

Admissions Policy 2026-27

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Introduction

Cygnus Academies Trust applies the regulations on admissions fairly and equally to all those who wish to attend any of the schools within the Trust. This policy complies with the legislation set out in the Schools Standard and Framework Act 1998. This policy is based on the following advice from, The school's admission code 2021 and Schools admission appeals code 2022.

Aims and Objectives

Our schools are inclusive and welcome children from all background and abilities within our community. All applications will be treated in line with this policy. If the number of children applying for entry exceeds the places available, we will enforce the over-subscription procedure set out within this policy to determine whether a child is accepted or not. It is our aim to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

How parents can apply for their child to be admitted to a Cygnus Academies Trust School

Cygnus Academies Trust is the 'Admissions Authority' for its schools and has created an admissions policy which is compliant with national admissions legislation and works in cooperation with the local authority's admissions scheme. The local authority publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school.

Applicants applying for the normal points of entry must apply to their local home authority where they are living, not the local authority where the school is located.

For **Bexley** schools, application forms for Reception and Nursery places can be obtained from the local authority online portal and should be completed by the date stipulated. This link below will guide you to the appropriate page, Schools and education | London Borough of Bexley

For **Kent** schools, application forms for Reception can be obtained using this link, School places - Kent County Council. Applications for Nursery places will need to be made directly to the school, application forms can be found on the admission page of the school's website.

In Year applications

Applications for the admission of children to other year groups and late applications to Reception will need to be made using the in-year application form.

Kent - Move to a different school - Kent County Council

Bexley - Applying for school in-year | London Borough of Bexley

Parents will be notified about the school place as soon as the application has been considered.

Local Authority	School Name	The Published Admissions Number (PAN) Reception	Admission numbers for Nursery
Kent	**Dartford Bridge Community Primary School**	60	52
Bexley	**Gravel Hill Primary School**	60	26
Kent	**Greenlands Primary School**	30	N/A
Kent	**Manor Community Primary School**	90	2-3 years - 30 3-4 years 72
Kent	**Royal Rise Primary School**	30	N/A

Kent	**The Brent Primary School**	90	N/A

Bexley	**Upland Primary School**	60	26
Kent	**Westgate Primary School**	30	N/A

Cygnus Academies Trust keeps these numbers under review and will apply to change the numbers if circumstances require it.

Admission to Nursery

Children born between **1st September 2022 and 31st August 2023** will be admitted in September 2026.

Manor Community Primary School Nursery Admission – Age 2 - 3 years only

Children may be offered a place of up to 30 hours per week at the nursery from the term following their second birthday.

Admission to Reception

Children start Reception Class from the September after their fourth birthday. Applications can be made between September and January for a place the following September (closing date applies). Children born between **1st September 2021 and 31st August 2022** will be admitted in September 2026. If your child already attends the Nursery attached to the school, you **do not automatically** receive a reception place. **An application for a reception place still needs to me made**.

Children with a statement of special educational need or an Education, Health and Care Plan naming a school will be admitted to the school as a result of that process and will be given precedence for admission.

Over Subscription Criteria

In the event of there being more applications than places, the following oversubscription criteria will be used:

Priority 1- Is given to children in public care (looked after children) and children previously looked after, immediately before being adopted or subject to a child arrangements order or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989. (See Note 1)

Priority 2 - 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 or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. For schools based in Kent, the sibling link is maintained where the family continue to live at the same address as when the sibling was admitted or, if they have moved, live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the distance criterion below.

Priority 2 - for children resident in the London Borough of Bexley relating to Nursery applications for Bexley schools – All applications for nursery classes from Bexley residents will be considered before any applications from out-of-borough residents.

Priority 3 - **Health, Social and Special Access Reasons** - Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular 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 the school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the school.

Priority 4 - Children of staff of the school – priority may be given to children of the staff in either of the following circumstances:

- Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or

- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 5 - Other children by distance from the school, with priority for admission given to children who live nearest to the school, as measured in a straight line from the main entrance of the child's home to the main entrance of the school, in accordance with the Local Authority's policy on the measurement of home to school distance. (see note 2 and 2b)

Tie Breaker

In a tie breaker situation, the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied. This process will be independently supervised.

Catchment areas

For all our schools, measurements of home to school distance are provided by the Local Authority Admissions Team.

The point within the school grounds from which the school will measure any distance is the main entrance of the building. This point will be used to determine the school's catchment area. This will be measured using the child's primary address. Distance is measured in a straight line, or as the crow flies.
The school will accept pupils from outside the catchment area – oversubscription criteria will apply where applicable.

Deferred entry for Reception places

Parents offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday. Places cannot be deferred beyond the beginning of the summer term (April) of the school year for which the offer was made.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request. When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents.

Challenging Behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply.

We may refuse admission for an in-year applicant for a year group that is not the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children, and children with EHC plans listing the school.

Fair Access Protocol

We participate in the Local Authority's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

Waiting Lists

Where the school receives more applications for places than there are places available, a waiting list will be maintained and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. The waiting list is kept in oversubscription criteria order (not by date in which the child's name was added) and will be reordered in accordance with the oversubscription criteria whenever anyone is added or leaves the list. Waiting lists for Gravel Hill Primary School and Upland Primary School are maintained by Bexley Local Authority, whilst the remaining schools manage their waiting lists at school level.

Admission Appeals

If Cygnus Academies Trust does not offer a child a place at one of its schools, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much. If parents wish to appeal a decision to refuse entry, they can do so through the Local Authority appeals process which is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

There is no right of appeal against decisions not to offer a nursery class place.

Review

This policy will be reviewed each February and approved annually by the Trust Board in light of any changed circumstances in our schools or their local context. The Board of Trustees will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.

Note 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. 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.

Note 2

A child's permanent home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form, and which is either owned by the child's parent, parents or guardian, OR leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement. If you live separately from your partner but share responsibility for your 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 weekdays.

2b For Kent schools only
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.

Appendix 1: Dartford Bridge Community Primary School Over Subscription Criteria

Due to the unique geographical location of 'The Bridge' housing estate in Dartford, the over-subscription criteria outlined below have been agreed by Trustees for those applying for a place at Dartford Bridge Community Primary School.

Before the application of over-subscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan (EHCP) which names the school will be admitted.

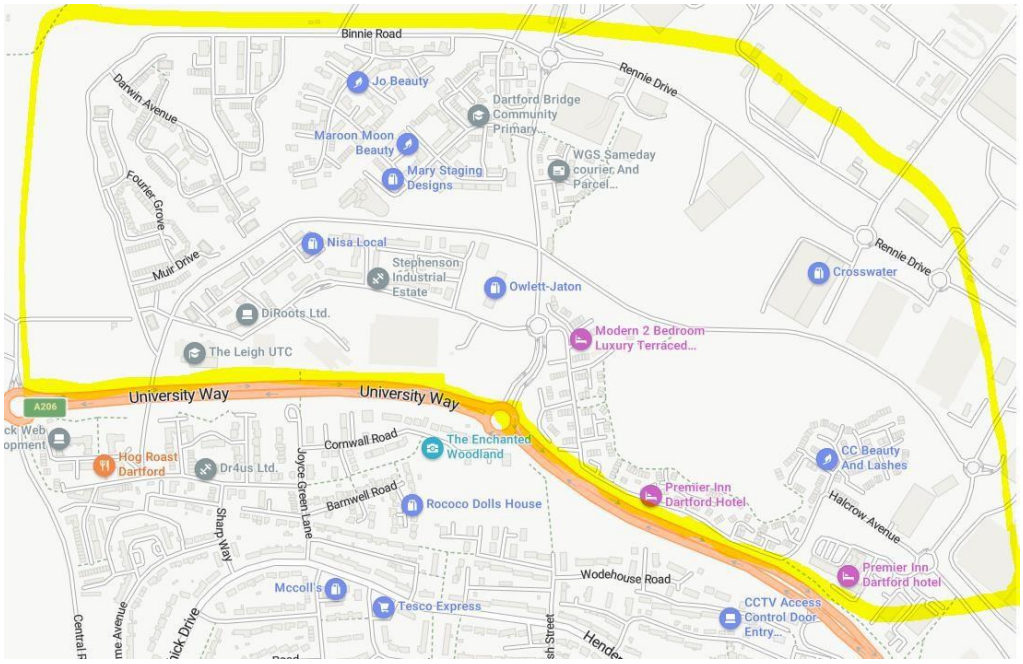
Our over-subscription criteria are set out below and each criterion will be ranked in distance order:

Priority 1- Is given to children in public care (looked after children) and children previously looked after, immediately before being adopted or subject to a child arrangements order or special guardianship order. To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989. (see note 1)

Priority 2 - 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 or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. For schools based in Kent, *the sibling link is maintained where the family continue to live at the same address as when the sibling was admitted or, if they have moved, live within 2 miles of the school, or have moved to a property that is never to the school than the previous property as defined by the distance criterion below.*

Priority 3 - **Health, Social and Special Access Reasons** - Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular 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 the school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the school.

Priority 4 – Permanent residents of 'The Bridge' community, by distance.



Priority 5 - Children of staff of the school – priority may be given to children of the staff in either of the following circumstances:

- Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 6 - Other children by distance from the school, with priority for admission given to children who live nearest to the school, as measured in a straight line from the main entrance of the child's home to the main entrance of the school, in accordance with the Local Authority's policy on the measurement of home to school distance.