



**KADER ACADEMY**  
**ADMISSIONS POLICY**

**Sept 2025**

# **KADER ACADEMY**

## **Admissions policy**

<b>Date reviewed:</b>	<b>Approved by:</b>
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## **1 Introduction**

- 1.1 The Governing Body of Kader Academy Trust is the admissions authority for the academy. The Governing Body therefore, sets and applies the Admissions Policy of the academy.

## **2 Admissions Number**

- 2.1 Kader Academy has an agreed Published Admission Number (PAN) of 60 pupils. The Academy will accordingly admit at least 60 pupils in the relevant age group each year if sufficient applications are received.
- 2.2 If there are less than 60 applications received for the academy, then places will be offered to all applicants. If more than 60 applications are made, then the academy will apply the oversubscription criteria to determine how places will be allocated.

## **3 Applying for a School Place**

- 3.1 The application process for admissions is co-ordinated by Middlesbrough Local Authority, which acts on behalf of the Governing Body to offer places at the academy.
- 3.2 Parents are advised to read the Local Authority admissions information available on the Council website before submitting an application (Middlesbrough Council website: [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk)).

A Child's home address, for the purpose of School Admissions, is considered to be the parents or legal carers permanent address. If parents do not live together and a child lives for periods of time with each parent, the home address will be the one where the parent receiving the Child Benefit lives.

Proof of address may be required (see below for details of evidence which may be requested).

Parents must not give the address of child minders, grandparents or other family members or friends who may share in the care of the child.

If parents move house during the application and allocation process, parents must inform the School Admissions section immediately as this could have an effect on which school the child is allocated. Proof of address move will be required: two pieces of evidence must be submitted such as Child Benefit letter, Child Tax Credit letter, Council Tax bill, tenancy agreement, Solicitors letter confirming house sale. The child's address used in the allocation process will be the address at the time of the place allocations (places will be finalised several weeks before offer letters are due to be issued to parents, if you are moving house around this time, please contact the Admissions team for guidance). It is the responsibility of the parent to ensure that the

School Admissions team are provided with the correct address and/or any address change details with any relevant evidence.

The Local Authority will not consider temporary addresses as being the parental address. This means that if, for example, you live temporarily with other family members or move to temporary accommodation for any reason, the parental address will remain at the address at which you were living before the temporary move took place.

3.3 Parents wishing to visit the academy prior to submitting an application are welcome to do so, by appointment.

3.4 There is a standard form which is used for the purpose of admitting pupils into the reception class for primary school in the determination year and a separate form (mid-year transfer form) for any applications made for a 'mid-year transfer' into any year group. Applications for entry into reception class can also be made online via the Middlesbrough Council website.

The forms must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1988, by parents resident in the LA area who wish to express a preference for their child –

I. to be admitted to a school within the LA area (including Academies, VA and Foundation schools.

II. to be admitted to a school located in another LA's area (including Academies, VA and Foundation schools.

The application forms will –

I. invite parents to express three preferences by completing the form including, where relevant, any schools outside the LA's area, in rank order of preference;

II. invite parents to give their reasons for each preference.

III. Entry into reception will specify a closing date (for the determination year) and where it must be returned.

3.5 Middlesbrough has a single admission date, with all reception pupils admitted fulltime in September. All children requiring a reception place at a school must apply for a place even if the child attends the school's nursery.

- 3.6 Completed online or paper applications must be submitted to the local authority by the specified date. Key dates for submissions can be found on the Middlesbrough Council website on the 'School Admissions' page.
- 3.7 All applications will be processed in accordance with Middlesbrough's Co-ordinated Admission Scheme and all preferences are considered equally. Parents/carers will be informed of their child's allocated school place on the date specified on the Middlesbrough Council School Admissions web page.
- 3.8 If a family has more than one child who are twins or part of a multiple birth going through the application process, a separate application must be completed for each child. Parents/Carers must indicate on each online or paper form that their child has a sibling also going through the process. A place will be offered to the other child(ren) if one of the twins/multiple birth children is offered the last place available and parents have applied to the same school for the other child(ren).

## **4 Choice Advisor**

- 4.1 The Local Authority has a Choice Advisor who is independent of the admissions process and will be able to offer advice to parents on the admissions process. The Choice Advisor can be contacted on 01642 201872.



## **5 Over-subscription Criteria**

- 5.1 When an application is refused, the child's details are placed on a waiting list ranked accordingly to admissions criteria. The Local Authority will maintain a reserve list on behalf of the Governing Body, ranked according to the academy's over-subscription criteria. The reserve list will be held until 31<sup>st</sup> December for reception only. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on the Reception reserve list may change at any time, if an application is subsequently received that meets a higher criterion than their own.
- 5.2 If the Academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the statement, priority for admission will be given to those children who meet the criteria set out below, in priority order:
1. "Children Looked After" (in public care), and children previously "looked after", but ceased to be so, because they were adopted or became subject to a residence order, or special guardianship order, immediately following having been looked after.
  2. Children permanently resident in the Admission Zone, i.e. the address at which the child is registered for child benefit, who express a preference for that school (proof of address may be required).
  3. Children who will have a sibling and/or step sibling of the parent/carer's partner living at the same address, attending the school in the September of admission.
  4. Children with exceptional social and/or medical reasons for attending the school, which in the latter circumstances are substantiated by the Academy's medical advisors. A letter from the child's GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements. Only exceptional circumstances such as parents who have a disability, which may mean their child must attend a particular school, will be considered. (In this instance a letter from the parent's GP or other relevant professional such as a social worker must be submitted with the application).
  5. Children who reside closest to the academy, measured in a straight line. The measure will be taken from the front door of the child's home to the main entrance of the academy.
- 5.3 In the event that there are more children in any category than there are places available, a distance criterion will be used. The Academy will give
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priority to the applicants who live nearest to the academy. The distance from the academy, for admissions purposes, is measured using the straight line from the centre point of the home to the centre point of the academy as determined by the National Land and Property Gazetteer (NLPG).

- 5.4 When distinguishing between pupils with the same criteria, the pupils with the highest second criteria will be admitted.
- 5.5 Please note that a place in the academy Nursery is not a guarantee of a reception place in the academy and parents must complete a Local Authority application form expressing their three preference schools.

## **6 Admission of children below or outside of their normal age group and deferred entry to school**

- 6.1 In exceptional circumstances parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (i.e. a child born from 1 April to 31 August) may prefer not to send their child to school until the September following their fifth birthday and request that they are admitted out of their normal age group – to reception rather than year 1.
- 6.2 The academy's view is that admitting a child outside their normal age group may be appropriate in exceptional circumstances. The academy will take into account all relevant factors on a case-by-case basis including the parent's views; The Head teacher's views, information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and any other relevant factors.

## **7 Appeals**

- 7.1 Parents have the right to appeal should their child be refused a place at the school/academy of their choice. Kader Academy has an independent Appeals Panel which deals with all appeals, subject to the relevant provisions of the Schools Admissions Code published by the Department for Education. An appeal application form can be obtained from the academy upon request.

- 7.2 Where places become available prior to an appeal hearing, they will be allocated from the waiting list in accordance with the over-subscription criteria.

## **8 General Information**

### **Allocation to a Year Group**

- 8.1 If there is not a place available for a child in their age-related year group, the academy will not allocate a place in another year group.

### **Transport**

- 8.2 The academy is not able to offer transport for any child.

## **9 Primary Applications – Determining offers in response to applications**

- 9.1 The LA will act as a clearing house for the allocation of places by the relevant admission Authorities. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed where;
- I. it is acting in its separate capacity as an admission authority, or
  - II. an applicant is eligible for a place at more than one school, or
  - III. an applicant is not eligible for a place at any school that the parent has nominated
- 9.2 The LA will notify the schools who are their own admissions authority and process their own admissions applications, i.e. Academies, VA and Foundation schools, of every application that has been made for that school. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant admission authority/authorities.
- 9.3 Academies, VA and Foundation schools and other LAs inform the home LA of allocation of places for all applications received in the priority order of their admission policy
- 9.4 Liaison will take place with Academies, VA and Foundation schools and other LAs until the allocation of places is resolved for each application, as required The LA will match ranked lists for all schools and;

I. where the child is eligible for a place at only one of the nominated schools, the school will be allocated to the child;

II. where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.

9.5 Where the child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy.

Letters will then be posted 2<sup>nd</sup> class to parents informing them which school has been allocated to their child. An e-mail will be sent to parents who applied online. Parents will also be advised of their right to appeal if they are unhappy with the allocated school.

## **10 Late Applications**

10.1 Forms received after the closing date will be dealt with after all the other applications unless there is a good reason for their lateness, e.g. if a family moves into the area. In these cases the application can be considered along with all of those that came in on time providing the allocation of places has not already been completed.