



*Our vision is to work in partnership with families to unlock the potential of every individual. Together, we nurture a self-belief and a lifelong passion for learning.*

# Admissions Policy 2026

Excellence – Enjoyment – Enrichment – Equality

Version:	March 2025
FGB Approved Date:	March 2025
Next Review Date:	January 2026

## Admissions Arrangements 2026

Kymbrook Primary School has an agreed admission number of 15 in each year group. Children will be admitted into the Reception Class in the September following their fourth birthday.

Application for admission at 4+ must be made to the Local Authority. In year applications for admission to attend Kymbrook Primary School from September 2025 should be made directly to the school.

When there are more applications than places available, the Governors will allocate the places in accordance with the following priority order:

### Kymbrook Primary:

1. All 'looked after children' (LAC), children who were previously looked after (PLAC), Looked after children from outside of England- known as 'internationally adopted previously looked after children' (IAPLAC). 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. Pupils living in the catchment area with siblings at the school (Bolnhurst, Little Staughton, Keysoe) (see definition).
3. Other pupils living in the catchment area.
4. 'Very exceptional' medical grounds (see definition).
5. Other Siblings (see definition).
6. Any other children.

### Definitions:

**'Looked after children'** A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

**'Previously 'looked after children'** A previously looked after child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order settling the arrangements to be made as to the person with who the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**'Looked after' children from Outside of England** 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.

**Sibling** – A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

**'Very Exceptional' Medical Grounds** – 'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the

child had to attend another school. The Governors reserve the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/childminder.

**Home Address** – A pupil's home address will be regarded as the address of the parents/carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Monday to Fridays) including nights. If there is any query on the home address this will be checked against *original* official documentation, e.g. council tax bill, a recent utility bill (gas, electricity, water) a rental agreement, child benefit annual statement or family tax credit information.

**Please note:**

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be distance from the school, measured in a straight line, using the Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the from the address point of the pupil's home to the school's pedestrian gate. Priority is not given within each criterion to children who meet other criteria.

A waiting list will be maintained until the end of the Autumn Term 2025 in line with the co-ordinated scheme for admissions.

The Local Authority will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed if a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun). It may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for pupils of the same age and has places available.

Pupils who have an Education Health Care Plan (EHCP) are required to be admitted to the school which is named, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

**Admissions above the published admission number**

The Bedford Borough Admissions Forum has agreed the following exceptions which may result in the admission number for a school being exceeded:

**For the normal admission round:**

The admission of catchment area pupils, where the parent has expressed a preference (whether first, second or third), for the catchment school as part of the normal admission round and in accordance with the published admission arrangements. This is not, however, a guarantee of a place.

**For In Year Admissions:**

- The admission of pupils who have an EHCP which names the school, when that pupil has either been assessed or moved into the area outside the normal admissions round.
- The admission of pupils in accordance with the Fair Access Process.
- The admission of pupils who have moved into the area, where there is no other suitable school within a reasonable travelling distance, or where the admission of an additional catchment area child would not prejudice the provision of efficient education or the efficient use of resources. Before admitting children under this exception, the Governing Body will consult with the Local Authority who will be able to advise whether the first of these conditions applies.

- The admission of a looked after or previously looked after child (as defined in the School Admissions Code) outside of the normal admissions round.
- The admission of a twin or children from multiple births.
- The admission of a child in very exceptional circumstances in which the Local Authority and the Headteacher are in agreement that not to agree to admit the child would be perverse.
- Depending on numbers in other year groups and because the school operates a mixed year group structure, the school can exercise discretion and exceed numbers in one year group.

NB In order for the school to ensure it can meet the needs of the applicant **and** all the children currently on roll, the school may request additional information before offering a place.

**Appeals/Waiting Lists:**

Parents of pupils not offered a place will have the right of appeal to an independent Admissions Appeal Panel. Any child refused a place will be placed on a waiting list which will be prioritised according to the admissions criteria. Waiting lists for the in-year admissions will be maintained until the end of the Autumn Term.