

Kesgrave High School



Admissions Policy

Policy Approval

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| Where | Chair | When |
| Full Governing Body | Sue White | 25 February 2026 |

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| Chair of Governors | Sue White |
| Headteacher | Julia Upton |

Policy History

| Issue No. | Author | Date written | Approved by governors | Comments |
|-----------|------------|--------------|-----------------------|----------------------------------------------------------------|
| 1 | C Breckell | 10.1.22 | 19.1.22 | No changes from previous version, format updated to new model. |
| 2 | C Breckell | 10.1.23 | 18.1.23 | Amendments made following formal consultation |
| 3 | C Breckell | 10.1.24 | 17.1.24 | No changes |
| 4 | C Breckell | 20.1.25 | 12.2.25 | No changes |
| 5 | C Breckell | 31.1.26 | 25.2.26 | Amendments made following formal consultation |

Admissions Policy (not including the Sixth Form)

Introduction

Kesgrave High School participates in the Local Authority coordinated scheme and all deadlines within the Local Authority scheme should be adhered to by applicants.

Parents should note that for Suffolk Secondary Schools there is no automatic right to a place at the local school. It is essential that application forms are completed and returned by the deadline date. If you make an application for a school which is not your local school and, subsequently, are not allocated a place, there is no guarantee that secondary education will be available for your child at the local school.

Please note that this policy does not apply to sixth form admissions: please see our separate sixth form policy.

Procedures for admission

The Governing Body, as the Admissions Authority for the School, has agreed that the Published Admissions Number (the maximum number of children to be admitted in any year) is 308. The School will decide its own admissions and will communicate all admission decisions to parents.

Procedures for applying to Kesgrave High School are explained in the publication Admission to Schools in Suffolk. Parents should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines, which apply to Kesgrave High School admission arrangements unless stated otherwise in this document.

Applications can be made online at www.suffolk.gov.uk/admissions

The deadline for ordinary Year 7 admissions is 31st October

Definitions and Details:

Priority Admission Area – ‘catchment’ area

Our priority admission area is our **Catchment Area**. Living within a school’s catchment area is no longer an absolute guarantee that a place is available at your catchment school. You can obtain a catchment area map for a school from www.suffolk.gov.uk/catchmentmaps or from the Admissions Team at 0345 600 0981,

Sibling

Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application.

By sibling we mean:

Children living at the same address who have one or both natural parents in common
Children living at the same address who are related by a parent's marriage
Children living at the same address whose parents are living as partners at this address

We do not include 'cousins' within our definition of sibling.

Partner Primary Schools

Our nine Partner Primary Schools are:

- Bealings
- Martlesham: Birchwood Primary
- Bucklesham
- Kesgrave: Cedarwood Primary
- Martlesham: Gorseland Primary
- Kesgrave: Heath Primary
- Martlesham Primary
- Nacton CEVAP
- Waldringfield Primary

Admissions oversubscription criteria

If the number of applications for Kesgrave High School is greater than our 308 PAN, we use our admissions oversubscription criteria to decide who gets a place.

Children who have an Education Health and Care Plan which names the school must by law be offered a place at that school.

The following admissions oversubscription criteria show the order of priority for places at Kesgrave High School. For entry year applications, these criteria will be applied according to the circumstances existing at the specified closing date.

- 1 **Looked after children** (children in care) and previously looked after children (children who were looked after but ceased to be so because they were adopted or became subject to child arrangements order or special guardianship order, immediately following having been looked after, including those who appear [to the admissions authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.) *School Admissions Code 2021 paragraph 1.7*
- 2 **Children of staff at the school.** The school will give priority in their oversubscription criteria to children of staff in either or both of the following circumstances: a) where the member of staff has been employed at the school for

two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a skill shortage.

Staff using this criteria to apply for a school place for their child must complete the appropriate Supplementary Information Form found on the school website.

- 3 Children who are **ordinarily resident in the catchment area**.
Places will be allocated in the following priority order:
 - a) Children with a brother or sister (**sibling**) attending Kesgrave High School at the time of application with a reasonable expectation they will be attending at the start of the new school year. Attendance at Kesgrave High School will include attendance at the Sixth Form. Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application.
 - b) Children who live **nearest to the school**, using a straight-line distance.
- 4 Children attending one of the **named partner primary schools**
- 5 Applications from children who **do not normally reside within the catchment** will be considered if there are still places available and will be determined by the following criteria:
 - a) Children with a brother or sister (**sibling**) attending Kesgrave High School at the time of application with a reasonable expectation they will be attending at the start of the new school year. Attendance at Kesgrave High School will include attendance at the Sixth Form. Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application.
 - b) The proximity criteria described below in 'Tie-Breaker'.

Distance tie-breaker

In the event of oversubscription in any category above, priority will be determined by the proximity of the child's home to Kesgrave High School using a straight-line distance. Priority will be given to the applicant who lives nearest the school according to the following:

All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

If after applying the distance tie-breaker there are more applications than places available a further tie-breaker of random allocation by draw will be used for the applications from this block. This would be drawn by someone independent of the school as required in the School Admissions Code.

Sibling tie-breaker

Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application. In the unlikely event that two applicants competing for a single place at a school have the same number of days

difference in age from their closest aged sibling, the place will be offered to one applicant on the basis of lots drawn by someone independent of the school as required in the School Admissions Code.

Home Address

As part of the tie-breaker process proof of residence such as a lease agreement may be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met. The School will check allegations of false addresses or other false information given on the Application Form and will withdraw offers of places if the details are found to be deliberately false or misleading.

Ordinarily resident – By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinarily resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

Waiting Lists

Under the co-ordinated scheme the Local Authority will maintain a waiting list of all those unsuccessful in their initial application until the end of the first full week of the Spring term. The school will continue to maintain a waiting list for subsequent terms.

Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. The order of children on a waiting list does not remain static – as circumstances change a child's place on the waiting list can go up or down, for example, due to withdrawals or additional applications. If you change your address while your child is on a waiting list you must let us know. Please be aware that this may change your child's position on the waiting list, particularly if you move into or out of the school's catchment area. Having your child's name on a waiting list will not affect your right to appeal for a school place in any of the schools you have applied for. If a place becomes available, we will offer it to children on the waiting list in priority order. We do not offer places on the basis of the date on which names were placed on the list.

We also maintain waiting lists for all 'full' year groups.

At the end of the summer term all those still on the waiting list will be contacted to confirm whether they wish to remain on the list for the next academic year. Failure to respond before the beginning of the Autumn Term will result in their removal from the waiting list.

Multiple births

The School's policy is not to separate multiple births. In the event that one child secures a place at the School, the School will accommodate this multiple birth sibling/s.

In Year Admissions

Admissions for all other year groups will be dealt with in accordance with this policy. Applications should be made direct to Kesgrave High School on the approved form.

Parent/Carer

The School reserves the right to carry out necessary checks as to the legal guardianship of an adult making an application for admission for a child whether as an in year admission or as part of the general intake where it considers it necessary to do so. It is recognised that this can relate to safeguarding issues and is therefore of the highest priority to the school.

Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

For the purposes of education law, the department considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Applications for a place outside the normal age group

It is expected that children will normally be educated within their normal age group (chronological year group). When requested to do so by the parent or carer, admission authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code.

Any decision made by an admission authority about a change to the normal age group will not be binding on any other admission authorities considering applications for the same year group or schools in later years. The admission authorities of the preferred schools named in such an application would have to consider the evidence provided and reach their own conclusion, in the light of the legislation and guidance available at that time.

For community and voluntary controlled schools, a request can be made in writing for a delayed or accelerated transfer to the Admissions Team. This will need to include, where relevant, any supporting information about why the child should be admitted out of their normal age group.

When considering the request this will include, but is not limited to, taking account of the parent's views; information about the child's academic, social, and emotional development; whether the child has previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Any evidence in respect of these or any other reasons can be submitted. Where relevant, consideration can be given to the child's medical history and any evidence from a medical professional involved with the child's care or treatment such as:

- a speech and language therapist
- an occupational therapist
- a social worker
- a paediatrician
- the child's nursery, childminder or current school.

The decision will also take into account the views of the headteacher of the school(s) concerned. Parents and carers are not expected to get evidence that they do not already have.

The application must be made on a ADM1 form directly to the school. The Admissions Team will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused the parent or carer will be given details of how to complain.

RIGHT TO APPEAL

When an applicant is unsuccessful there is an automatic right of appeal to an Independent Appeal Panel. Parents/Carers will be informed of this right to appeal in their letter from the Local Authority informing them of the outcome of their application.

January 2026