



THE KINGSWAY SCHOOL

School Admissions Policy 2027/28

This policy outlines the regulations on admissions applied by The Kingsway School fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000, and later revised in the Education Act of 2002. The following is compliant with the Department for Education's School Admissions Codes of Practice 2014 and Appeals Code of Practice 2012. These arrangements are in line with the School Admissions Code 2021 and designed to ensure there is a fair admissions procedure for all applicants.

VERSION HISTORY

Date	Document Version	Document Revision History	Document Author / Reviser
01.09.2025	1.0	New policy	A Fowler
Autumn 2025	1.1	Updates for Public Consultation 2027-2028	A Fowler



Signed:

Anna Fowler

Date:

Victoria Holmes, Chair of
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Date:

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Introductory statement

The Kingsway School is a non-selective non-denominational 11-16 academy school and part of the Education Learning Trust.

The Education Learning Trust schools aspire to develop all learners to their full potential. Schools ensure that their learners are happy, healthy, and fully equipped to influence and lead the communities in which they live. Leaders work collaboratively to enrich the educational offer provided in each member school.

Equality Impact Statement

The Kingsway School is committed to ensuring that its admissions arrangements are fair, transparent, and fully compliant with the Equality Act 2010. We celebrate the diversity of our community and welcome applications from all families, regardless of background or circumstance.

This policy has been developed and reviewed in accordance with the Equality Act 2010, which protects individuals from discrimination on the basis of any protected characteristics outlined in the Equality Act.

In operating its admissions arrangements, the admissions authority (Stockport Local Education Authority) for The Kingsway School will:

1. **Promote equality of opportunity** for all applicants and their families.
2. **Eliminate unlawful discrimination, harassment, and victimisation** and any other conduct prohibited by the Equality Act 2010.
3. **Ensure decisions are based solely on published admission criteria**, applied consistently and without bias.
4. **Advance equality of opportunity** between people who share a protected characteristic and those who do not.
5. **Foster good relations** by promoting understanding, respect, and inclusion within the school community.
6. **Regularly assess and monitor** the impact of admission practices to ensure they do not directly or indirectly disadvantage any individual or group.
7. **Make reasonable adjustments**, where appropriate, to ensure that applicants with disabilities or other protected characteristics are not placed at a disadvantage.

The admissions authority for the school does the above in commissioning Stockport Local Authority Admissions Services to act as the commissioning authority for the school. This policy is reviewed through an equality lens to ensure that:

- It does not directly or indirectly discriminate against any pupil or family;
- It actively promotes inclusion, accessibility, and fairness in all admissions decisions; and
- It reflects The Kingsway School's commitment to equality, diversity, and compliance with statutory obligations under the Equality Act 2010 and the School Admissions Code.

Legal Compliance

This policy is underwritten using the statutory frameworks and guidance provided in:



- School Admissions Code 2021
- The Schools Admission Appeal Code 2022

And other relevant legislation including: Education Act 1996, School Standards and Framework Act 1998 and the Equality Act 2010

This policy is coordinated by Stockport Local Authority in conjunction with their Admission Procedures which can be found at:

<https://www.stockport.gov.uk/topic/nursery-and-school-admissions>

Admission Arrangements for Year 7

The Kingsway School has a Published Admission Number (PAN) of 285 for entry in year 7. The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

The Kingsway School's Academy Governing Board is the Admissions Authority for The Kingsway School and is responsible for making decisions on applications for admissions. The Kingsway School has elected to use the Local Authority's admission process; therefore, the co-ordination and administration of admissions is undertaken by Stockport MBC's School Admissions Team.

The Closing date for applications for a year 7 place in September 2027 is 31st October 2026.

Stockport MBC operates a coordinated admissions scheme which means parents only have to complete one application as there is coordination between the council and other admissions authorities such as Manchester.

If you live in Stockport, you must apply using the on-line system. The application form is available at: <https://www.stockport.gov.uk/topic/nursery-and-school-admissions>

You can name up to six preferences on your online application. Parents seeking a place for their child here must include The Kingsway School in ranked order of preference on your application form.

You are strongly encouraged to use all your preferences and consider carefully using one of your preferences for your catchment school. If you decide not to apply for your catchment school, you will not automatically be allocated a place there should your other school preferences be unsuccessful.

The statutory equal preference system is used to allocate school places. This means that: All your preferences are initially looked at individually, regardless of the order in which you have ranked the schools. The order you have ranked your preferences becomes important when it is possible to allocate a place for your child at more than one of your preferred schools. In this instance you will be offered a place at the available school you have ranked the highest. Please note, The Kingsway School has historically been oversubscribed and therefore the oversubscription criteria has been utilised to allocate places.

Your child is not guaranteed a place at their catchment school; however, your child's



catchment school represents their strongest chance of obtaining a place at a school.

You will need to apply using the Local Authority form for the area in which you reside. If you have any further questions or concerns, you can contact the Stockport Admissions Frontline Team at the Contact Centre on 0161 217 6022 who will be happy to help you or alternatively you can visit Nursery and school admissions - Stockport Council for more information.

***Note:** Please see Stockport's Admissions Explained Guidance for further information on this:

<https://www.stockport.gov.uk/documents/school-admissions> including information for late applications, how they are handled and deadlines for submitting changed information.

National Offer Day for September 2027 year 7 is 1st March 2027.

Every parent who lives in Stockport receives one offer of a school place on national offer day.

If you've been offered your first choice you will receive an email with details of the offer.

If you have not been offered your first choice you will receive an email with information about the school place that has been offered and the email will include information about how to accept, tell us you no longer need the school place that has been offered and how to be added to the waiting list or to make an appeal.

Late applications

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Waiting Lists

If you are not offered a place for The Kingsway School for year 7 on 1st March 2027, you can request that your child's name be added to the waiting list. Your child's name will be kept on the waiting list until 31 December, after which the normal in year admission process will take over and any parents/ carers wishing to have their child's name remain on the waiting list for the remainder of the academic year will need to re-apply. The waiting list is prioritised based on the school's oversubscription criteria. If you are offered a place it will be due to a place having become available and your child being at the top of the waiting list.

Children with special educational needs or a disability (SEND)

The school must admit all children who have a EHCP where this school is named.

Children who have special educational needs, but who do not have an EHCP, will be



treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. See our Accessibility and Anti bullying Policy/SEN Information report for details of special educational provision provided by the school

<https://thekingswayschool.com/information/policies#doc-collapse-393085>

Please also see Stockport's Admission page for further support and information on providing detail on this during the application stage.

Siblings

A sibling for the purpose of allocating a school place means one who is still attending the school at the time the younger child starts. Sibling refers to brother or sister, half brother or sister, adopted brother or sister or the child of the parent/carer's partner, where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. This means that step or half brothers and sisters will be treated as siblings if they are living together, but full brothers and sisters living apart will not qualify.

In year admissions for all year groups

The Local Authority processes the in-year applications i.e. outside the normal year 7 admission round. Applications must be made via Stockport MBC's on-line system at www.stockport.gov.uk/schooladmissions

All applications are considered in relation to the normal year group for the child's chronological age.

An application can be refused if further admissions would cause prejudice to the provision of efficient education and use of resources, or if the pupil has been permanently excluded from two schools.

In the case of multiple applications for a particular year group, places will be allocated or names placed on a waiting list in accordance with the published admissions policy and oversubscription criteria.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. Requests should be submitted in writing to the admissions authority responsible for the school preferred by the parent. Requests should be supported by documentary evidence where necessary. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, considering the views of the Headteacher, any supporting evidence provided by the parent, and outcome of our preadmission screening process:

Oversubscription criteria



The criteria in this section apply to entry at all phases of the school. When The Kingsway School is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, places will be allocated in following order, up to the Published Admission Number (PAN) of the school:

- A. Looked after children, and all previously looked after children, including 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*
- B. Children considered to have 'highly exceptional medical/social reasons*'
- C. Children in catchment with a sibling at The Kingsway School at the time of admission
- D. Children in catchment with a sibling at The Kingsway High School at the time of admission
- E. Children in catchment
- F. Children outside catchment with a sibling at The Kingsway Children of staff who have been employed at the school for two or more years at the time at which application for admission to the school is made and/or the member of staff is directly recruited to fill a vacant post for which there is a demonstrable skill shortage*
- G. Any other applicants, in order of straight- line distance measured between home and the school
- H. Applications received after the closing date ordered by A – H above

The admissions authority will not consider supporting information from any other educational setting to determine a place within the oversubscription criteria unless this supports consideration of criteria A and B in conjunction with other educational or health care professionals. Staff at The Kingsway School are not able to write supporting statements for any school admissions processes.

For the purpose of allocating school places, distances will be measured consistently and will be measured to three decimal places as a straight line (as the crow flies) between the Council's Local Land and Property Gazetteer (LLPG) address points for the respective home address and the school, using the Easting and Northing for each address point. The Easting and Northing gives an approximate centre point of a site, and everybody is measured to the same point of the school. Applicants will be ordered starting with those living closer to the school within each of the appropriate oversubscription criteria.

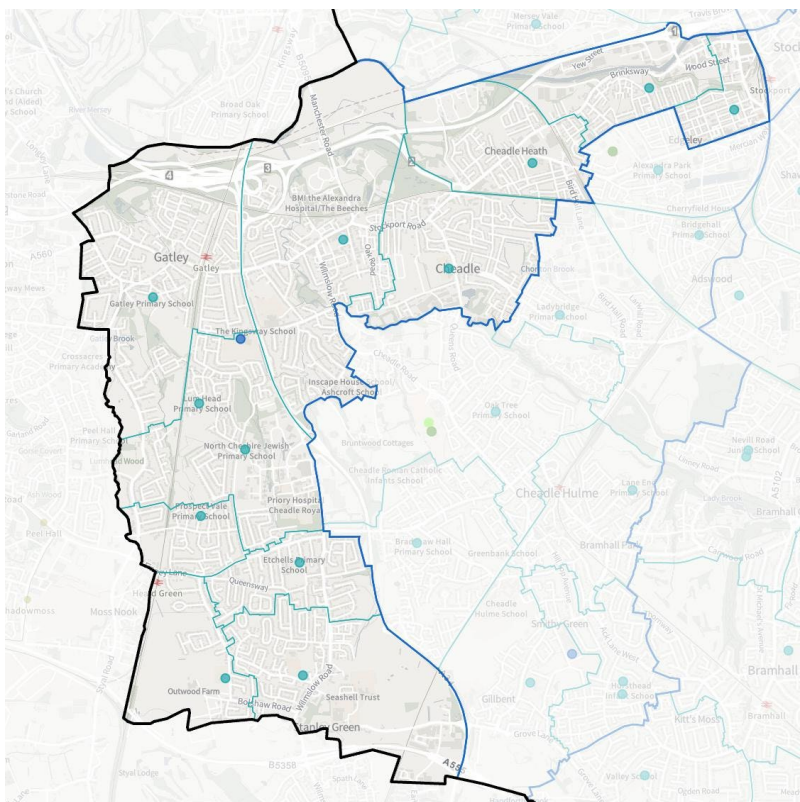


Figure 1: The Kingsway Catchment Map

***Note:** Please see the Stockport Admission Page: <https://www.stockport.gov.uk/documents/school-admissions> for definitions and information on children who may fall within criteria A and B and the Schools Admissions Code https://assets.publishing.service.gov.uk/media/60ebfeb08fa8f50c76838685/School_admissions_code_2021.pdf

Where applicants wish to be considered under the highly exceptional medical or social reasons criterion, they should indicate this on application and state the nature of the condition and/or circumstances. The applicant must also provide School Admissions Team with written evidence in support of their application. The supporting evidence must relate specifically to the child or family and The Kingsway School and must clearly demonstrate why this is the only school that could cater for the child's specific requirements/needs. It should also explain any difficulties that would arise if the child had to attend an alternative school. This evidence must be submitted along with the application.

Home Address and Principal Parental Address

For the purpose of allocating school places in Stockport, only one address can be used and the address to be used should be the principal parental home address. Parents/carers cannot, for example use a grandparent, child minders or the address of anyone else who may provide childcare, or a property they own but do not live in as the principal parental home.

Where parents have shared responsibility for a child, the place of residency will be



determined as the address where the child lives for the majority of the week Full details must be submitted in writing to enable the Council to determine which address will be used for the purpose of admission.

Where care is shared jointly, and it is not possible to determine which parent is the principal carer the LA will consider the following information to decide on a main address for the child:

- Address to which child benefit is claimed
- Address held by child's current School or Nursery
- Child's registered GP address
- Child's registered dentist address
- Any other documentation indicating the child's registered address

In the instance that further information is received regarding a conflict to the principal parental address of a child which has been provided, the Local Authority has the right to request both parent/ carers to provide proof of the child's residency at the address.

If you move address after you have applied, you must notify the School Admissions Team as soon as possible as this may have an impact on your application.

Appeals

Parents/ carers of children who are refused a place at any of their preferred schools have the right to appeal against the decision in accordance with the School Admission Appeals Code. Full details of the appeals procedure and application form are available at <https://www.stockport.gov.uk/admission-appeals>

You are advised to register your appeal as soon as you can. A parent cannot appeal more than once for the same school place in the same academic year, unless significant and material changes in the case have taken place which the previous Independent Appeal Panel could not have been aware of at the time of the hearing.

The deadline to submit an appeal that is guaranteed to be heard before the summer holiday is 28 March 2027. Any appeal application submitted after this date may not be allocated a hearing until September 2027.

For further explanation of the terms used in this document please refer to Glossary of Terms available on Stockport School Admissions website www.stockport.gov.uk/schooladmissions

Changes to admission arrangements

The admission arrangements for the school may be changed by the admission authority in accordance with the requirements of the School Admissions Code 2014. There will be an opportunity for consultation in accordance with the Code.



Contacts

office@kingsway.stockport.sch.uk 0161 428 7706

<https://thekingswayschool.com>

<https://www.stockport.gov.uk/topic/nursery-and-school-admissions>

<https://www.gov.uk/government/publications/school-admissions-code--2>

<http://www.stockport.gov.uk/schooladmissions> 0161 217 6022