



King Alfred Trust King's Gate Primary School



Admissions Policy 2025 - 2026

Admissions Policy for King Alfred Trust – King's Gate Primary School for the 2025/26 Academic Year

King Alfred Trust has two schools and is the Admissions Authority for both:

- King's Gate Primary School, Amesbury
- Pewsey Primary School, Pewsey

The two sites will be treated as two separate schools for admissions purposes.

This document applies solely to applications for places at King Alfred Trust – King's Gate Primary School, Great Amber Way, Amesbury, SP4 7GD

King's Gate Primary School is a new community Primary School, part of King Alfred Multi-Academy Trust. The school opened in September 2019, with a phased opening.

Published Admission Number

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances, for example, a child living in the designated area for who there is no reasonable alternative place available. In this circumstance, reasonable is defined as a school within the statutory safe walking distance from the applicant's home address of two miles for children aged under eight and three miles for children aged eight or over, or it is a school to which free home to school transport would be provided.

Admission Numbers

The school has a planned admission number (PAN) for entry in the year 2025/2026 as follows:

Reception class	PAN 30
Year 1	PAN 30
Year 2	PAN 30
Year 3	PAN 30
Year 4	PAN 30
Year 5	PAN 30
Year 6	PAN 30

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.

Application Process

Arrangements for the co-ordination of primary admissions are made with the co-ordinated admissions scheme 2025/26.

The application round for entry into Reception 2025, opens on 1 September 2024. The deadline date for applications to be received is midnight on 15 January 2025. The home address given for the child must be the address where the child is resident as of the deadline date.

Applications should be submitted to Wiltshire Council, online at: www.wiltshire.gov.uk alternatively you can submit application forms by post to:

The School Admissions Team
Wiltshire Council
County Hall
Trowbridge
Wiltshire
BA14 8JN

Address

The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Trust reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For September 2025 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2025. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 7 February 2025.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

For in year transfer applications the current address at the time of application will be used.

Children with an Education, Health Care Plans

All children whose Education, Health Care Plans names a school must be admitted. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of the Statutory SEN Service at which point this policy ceases to apply.

Oversubscription Criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- a. **Looked After Children/Previously Looked After Children**
The definition of Looked After Children - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).
- b. **Vulnerable Children**
Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school.
For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date to the Local Authority.
- c. **Designated area siblings and shared area siblings**
A child is considered under this criterion if a sibling is attending the school as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category. This will not apply if the sibling is in YR6 and will not be on roll at the time of entry. Siblings not on roll by the 1 September will be classed as other siblings and considered under the criteria below.
- d. **Other children from the designated area or shared area**
Children resident within the designated area or shared area who do not qualify under one of the criteria above.
- e. **Other Siblings**
A child is considered under this criterion if a sibling is attending the school at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half, adopted and foster siblings are included in this category. The sibling link does not apply to children who are on roll in YR6 and will not be attending once the child starts school.
- f. **Children of staff at King's Gate Primary School**
A child is considered to fall under this criterion
i. 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
ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
If applicants wish to be considered under this criterion, then the Headteacher must confirm the facts of the application.
- g. **Other Children**
Children to whom none of the above criteria apply.

Multiple Births

The Trust will endeavour to place siblings born at the same time (eg. twins, triplets etc) in the same school. If necessary, schools will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.16 of the School Admissions Code 2021, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30th child admitted.

Distances

If the school is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances supplied by the Local Authority will be used and these will measure the straight-line distance using the Ordnance Survey eastings and northings for the child's home address and the school. Those with the least distance will be given priority.

Tie Break

In the event of there being equal distances the priority will be decided by casting lots (random allocation). This will be organised by the Clerk to the Board and at least 3 Trustees will take part.

Late Applications

All applications received by the Local Authority 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.

Deferred Entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust will decide on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Children of UK service personnel (UK armed forces)

The Local Authority has declared the community area of Amesbury as a 'special planning area for Admissions'. Applications for children of service personnel with a confirmed posting to the county or crown servants returning from overseas to live in the county, will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admissions round. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the Local Authority as soon as possible. This should include relocation date and the Unit postal address. Until a fixed address is available, the Unit postal address will be used, and a school place allocated accordingly. The Trust will not refuse a child of UK service personnel a place because the family does not currently live in the area, nor will it reserve blocks of places for these children. All applications will be dealt with in accordance with these admission arrangements. If a reasonable

alternative cannot be offered for a primary aged child, the child may be admitted as an ‘excepted’ pupil’ under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

Waiting Lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust 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

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Wiltshire Council Customer Services Team (01225 713010) to obtain an appeal form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

Appeals should be made within 21 days of the refusal of any offered place. For information on how to appeal and information on the timescales is on the LA Website at <http://www.wiltshire.gov.uk/schools-learning-admissions-appealing>

Designated area

A designated area is a discrete geographical zone served by a school. The address that determines a child’s designated area is the place where he or she is ordinarily resident with his or her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area, but some addresses fall within areas shared by two or more schools. Children living outside the county boundary are treated as if the children live within Wiltshire but outside the designated area for the school(s) in question. The designated area of King’s Gate Primary School is the housing at Archers Gate and King’s Gate, Amesbury.

Sibling

“Sibling” means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

The Application Process 2025/2026

15 January 2025	Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall, Wiltshire. Applications received by this date will be classed as first round applications.
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10 February 2025	The LA will notify the Admissions Authority (King Alfred Trust) of every preference that has been expressed for its schools.
7 March 2025	KAT must have considered all of the preferences for its schools, and provide the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
15 April 2025	The LA will send King Alfred Trust a list of the pupils to be offered places at its schools.
16 April 2025	On (National Offer Date) notification of offers will be dispatched to parents from LA. On-line applicants also able to view the outcome online.
25 April 2025	Deadline for second round applications. Applications received after the 25 April 2025 will be considered in date order of receipt and will be looked at after 27 June 2025 (i.e. once the second round of applications have been processed).
30 April 2025	This is the last date of 1st round offers to be accepted by parents. Parents should return their acceptance/decline slips back to The Admissions team at Wiltshire Council. (If an offer has not been accepted by this date, it will be assumed that this place is not wanted and will be offered to another applicant.)
13 May 2025	King Alfred Trust must have considered all of the preferences for its schools, and provide the LA with a ranked list of all 2nd round applicants in accordance with the oversubscription criteria.
23 May 2025	The LA will send out the second round offers for applications received between 16 January 2025 and 25 April 2025.
06 June 2025	This is the last date of 2nd round offers to be accepted by parents. Parents should return their acceptance/decline slips back to The Admissions team at Wiltshire Council. (If an offer has not been accepted by this date, it will be assumed that this place is not wanted and will be offered to another applicant.)
27 June 2025	Applications received after the 25 April will be considered in date order of receipt and will be looked at from today. Applications will be dealt with as soon as possible with allocations to a single school being made and offers being sent out by the LA as soon as practically possible.