



Admissions Policy

Temple Grove Academy Trust

CENTRAL POLICY

Document Detail	
Policy Reference Number:	TGATSCHPOL1.1 Admissions_2025.2026
Category:	School
Statutory (Y/N)	Yes
Author:	Isabel Ramsay
Status:	DRAFT
Date Approved:	
Next Review Date:	March 2025

Introduction

Temple Grove Academy is a member of the Temple Grove Academy Trust. It is a co-educational academy that caters for primary aged pupils aged from 4 to 11 years.

The academy will accordingly provide for the admission of 30 pupils to its Reception class each year if sufficient applications for entry are received. Where fewer than the published admission number(s) for the relevant year groups are received, the academy trust will offer places at the academy to all those who have applied.

Oversubscription criteria

When the academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the academy 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 in Local Authority Care or Previously in Local Authority Care.** *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) at the time of making an application to a school. A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*
- 2. Current Family Association.** A brother or sister in the same school at the time of entry where the family continue to live within close proximity – within a one-mile radius - to the academy as when the sibling¹ was admitted.
- 3. Proximity of children's homes to school.** We use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service

If a tie-break is necessary to determine which child is admitted in any category, the child living closest to the academy will be given priority for admission.

¹ Siblings are defined as brothers, sisters, half-brothers, half-sisters, stepbrothers, stepsisters and any other child that is the legal responsibility of one of the parents or carers of the student already on roll at the time of entry and is living in the same family unit at the same address as that sibling.

Random allocation will be used as a tie-break in order to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any two or more cases and this process will be overseen by an Independent panel.

Waiting lists

The academy will operate a waiting list for each year group. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the autumn term after the beginning 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.

Appeals

If it has not been possible to offer your child a place at the academy, you have the right to appeal against this decision to an Independent Appeal Panel. More information on the appeals process is available on the academy's website www.templegroveacademy.co.uk.

Deferred Entry (Reception)

Parents/carers 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.

- a) children are entitled to a full-time place in the September following their fourth birthday,
- b) parents/carers can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made; and
- c) where parents/carers wish, children may attend part-time as agreed, as appropriate with the school until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

Parents/carers may request that their child is admitted outside their normal age group. When such a request is made, Temple Grove Academy will make a decision 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, parents and any supporting evidence provided by the parents. The process for requesting such an admission is:

- a) Parental request should be made in writing to Temple Grove Academy, highlighting reasons for the out of year entry, e.g., parents/carers views/wishes, information relating to the child's academic, social or emotional development and if relevant, medical history.
- b) If the request is refused, the parents/carers must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an In-Year application.
- c) Where a parental request is agreed, a new application as part of the main admissions round the following year should be made and will be subject to the Temple Grove Academy Admissions criteria as listed above.