



# Admissions Policy

## 2025-2026

Version: **September 2025**

Ratified by the Board of Trustees

**Date: Sept 25**

To be reviewed annually

**Date: June 2026**

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## **1. Introduction**

- 1.1 Kingsbury Academy has its own admission authority and meets all the mandatory provisions determined by 'The School Admissions Code' and 'School Admissions Appeals Code' written by the Department for Education, both codes are available from [www.gov.uk/government/publications/](http://www.gov.uk/government/publications/)
- 1.2 Kingsbury Academy is commissioned by the Statutory Assessment and Review Team and further details are available from SEN Team, Friargate, Coventry, CV1 2GN or online at <https://www.coventry.gov.uk/localoffer>.

## **2. Procedures and Protocol**

- 2.1 All pupils admitted to the Academy will have an Education, Health Care plan (EHC) already in place, whether this be in draft or finalised format.
- 2.2 The Academy accepts pupils with a wide range of SEN, which includes, Severe Learning Difficulties, Sensory Impairment, Speech, Language and Communication Needs and Autistic Spectrum Condition.
- 2.3 Occasionally the academy will be approached by other Local Authorities to take pupils whom it is viewed the Academy can meet the needs of outside of Local Authority. As an academy we reserve the right to judge whether the pupil's needs can be appropriately met at our setting.
- 2.4 Once this has been deemed as an appropriate setting, relevant care packages for the pupil will need to be agreed on before the pupil is able to be put on roll.
- 2.5 The academy will receive formal requests for placements from the LA. The Academy will consider each case on individual merits to ensure the pupil's needs will be best met and that the Academy has the space, staffing and resources to accommodate the pupil within its existing operational organisation.
- 2.6 Parents/carers, prospective pupils, their teachers and supporting professionals are advised to and are welcome to visit the Academy by prior appointment.

- 2.7 Academy staff may make visits to both the pupil's school and family during the consultation and admission process. When appropriate, staff will be supported by translators.
- 2.8 Once admission has been agreed by the Headteacher the Academy may visit the new pupil in their existing placement.
- 2.9 In common with other schools the Academy supports transition sessions for pupils transferring between placements at end of key stages and support parents in taking pupils to transition days where appropriate.
- 2.10 Parents are expected to complete admission paperwork and transport applications prior to pupils start dates.
- 2.11 All pupils admitted to Academies must adhere to the Academy Attendance Policy and Academy Code of Conduct. Failure to do so may result in removing pupils from school roll with Local Authority confirmation.

**3. Number of Planned Places:**

Kingsbury Academy commissioned places are 106.

#### 4. Changes

Description	Date	Page	Section
Removed: The Academy may offer taster sessions prior to admission and is able to arrange phased entry into Academy life if applicable.	March 22	4	2.10
Added Speech, language and communication need to reflect population	June 24	4	2.2
Included 'consultation' process for possible school visits.	September 25	4	2.7
Noted number of commissioned places available (106)	September 25	4	3