



Admissions Policy

Version: **September 2026**

Ratified by the Board of Trustees

Date: Pending

To be reviewed annually

Date: September 27

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1. Introduction

1.1 Kingsbury Academy and the Academy Trust is the admission authority for the school. The Academy is committed to ensuring that admission arrangements are fair, transparent and compliant with relevant legislation, including the Children and Families Act 2014, the SEND Code of Practice (2015), the Equality Act 2010 and applicable Department for Education guidance.

1.2 Kingsbury Academy provides specialist education for pupils with Special Educational Needs and Disabilities (SEND) whose needs cannot be appropriately met within mainstream provision. The Academy works in partnership with Coventry Local Authority and other Local Authorities to support the placement of pupils whose needs align with the school's designation and available provision.

1.3 The majority of pupils attending Kingsbury Academy will have an Education, Health and Care Plan (EHCP). Admissions are managed through the statutory EHCP consultation and placement process.

1.4 The Academy is committed to promoting equality of opportunity and will not discriminate against any pupil on the grounds of disability, race, sex, religion or belief, sexual orientation, gender reassignment.

2. Procedures and Protocol

2.1 The Academy will normally admit pupils whose Education, Health and Care Plan names Kingsbury Academy as the appropriate educational placement.

2.2 The Academy caters for pupils with a range of complex special educational needs, including but not limited to:

- Autism Spectrum Condition (ASC);
- Severe Learning Difficulties (SLD);
- Speech, Language and Communication Difficulties (SLCD);
- Sensory Processing and Sensory Impairment Needs;
- Associated social, emotional, behavioural and medical needs.

2.3 When consulted by a Local Authority regarding a potential placement, the Academy will consider each case individually. Consideration will include:

- Whether the pupil's needs are compatible with the school's designation and specialist provision;

- Whether the Academy can reasonably meet the pupil's educational, communication, sensory, medical and social needs;
- The efficient education of existing pupils;
- The efficient use of resources;
- The availability of appropriate accommodation, staffing and specialist support.

2.4 Where consultations are received from Local Authorities outside Coventry, the same admission principles and assessment process will apply.

2.5 The Academy will respond to consultation requests within statutory timescales and provide clear reasons where it believes it is unable to meet a pupil's needs.

2.6 Parents, carers, professionals and, where appropriate, prospective pupils are encouraged to visit the Academy. Visits are arranged by prior appointment and provide an opportunity to discuss the school's provision and determine whether it may be suitable for the pupil's needs.

2.7 As part of the consultation process, Academy staff may undertake visits to the pupil's current educational setting, home or other relevant provision to gather information and support effective transition planning. Translation or interpretation services will be arranged where required.

2.8 Following agreement of a placement, Academy staff may visit the pupil in their current setting to support transition and ensure appropriate planning for admission.

2.9 The Academy works closely with families, schools, Local Authorities and other agencies to support successful transitions into Kingsbury Academy. Transition arrangements may include visits, information sharing, phased familiarisation opportunities and multi-agency planning meetings where appropriate.

2.10 Parents and carers are expected to complete all required admission documentation and, where applicable, transport applications before the agreed start date.

2.11 Following admission, pupils will be supported in accordance with the Academy's policies, procedures and expectations. Attendance will be monitored in line with the Academy Attendance Policy and relevant statutory guidance.

2.12 Where concerns arise regarding attendance, behaviour, safeguarding or welfare, the Academy will work collaboratively with families, the Local Authority and relevant agencies to identify appropriate support and interventions.

3. Number of Planned Places

- 3.1 Kingsbury Academy currently has 106 commissioned places.
- 3.2 The number of commissioned places may be amended by agreement between the Academy Trust, the Local Authority and the Department for Education where appropriate.
- 3.3 Admission of pupils with an EHCP naming Kingsbury Academy will be considered in accordance with statutory SEND legislation and available commissioned capacity.

4. Appeals and Complaints

- 4.1 Where a parent or carer disagrees with the educational placement named within an Education, Health and Care Plan, they may exercise their rights through the statutory SEND appeals process.
- 4.2 Complaints relating to admissions arrangements should be made in accordance with the Academy Trust Complaints Policy.
- 4.3 The Academy will cooperate fully with Local Authorities, mediation services and the First-tier Tribunal (Special Educational Needs and Disability) where required.

5. Monitoring and Review

- 5.1 This policy will be reviewed annually by the Academy Trust Board or sooner where there are changes to legislation, statutory guidance or local procedures.
- 5.2 The Headteacher is responsible for ensuring the implementation of this policy and for reporting any significant admissions issues to the Academy Trust Board.

6. 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	5	3
Document restructured and updated: Appeals and Complaints /Monitoring and Review sections added	September 26	Throughout document	Throughout document