



King's Academy Ringmer

King's Academy Ringmer

ADMISSIONS POLICY 2026-27

PROCEDURE FOR ADMITTING STUDENTS TO THE ACADEMY

Approved by:	Full Governors	Date:	July 2026
Maintained by:	Principal	Next review date:	July 2027

King's Academy Ringmer is a mixed 11-16 Academy that is part of the King's Group of Academies.

The Academy admits students from its community area (as defined by the Local Authority and shown in the maps in its admissions information) and from a much wider area including East Sussex when numbers permit.

The Academy has its own admissions policy, although offers for places in year 7 will be made via East Sussex County Council who coordinate this process. In-year admissions will be coordinated by the Academy.

Admission Number(s)

The Academy has the following agreed admission numbers for the year 2025/2026

- a) 150 students in Year 7
- b) 150 students in Year 8
- c) 150 students in Year 9
- d) 150 students in year 10
- e) 110 students in Year 11

Students will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

As an Admissions Authority, under the new Admissions Code, the academy may increase its admissions limit without the need for consultation.

Year 7 Secondary Phase Admissions

Process of Application

Arrangements for applications for places at King's Academy Ringmer will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by East Sussex County Council.

Parents can also apply on-line from 1 August each year.

The Academy will use the East Sussex County Council timetable for applications to King's Academy Ringmer each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within the East Sussex County Council LA as agreed by the Admissions Forum, the LA, local academies and Academies.

- a) By August - King's Academy Ringmer will publish its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of open

evenings and other opportunities for prospective students and their parents to visit the academy. The academy will also provide information to the LA for inclusion in the composite prospectus, as required;

- b) September/October – Parents will be provided with opportunities to visit King’s Academy Ringmer;
- c) October – Common Application Form to be completed and returned to the student’s home LA to administer;
- d) East Sussex County Council notifies King’s Academy Ringmer of applications;
- e) The Academy sends list of students to be offered places to the LA;
- f) February - the LA applies agreed scheme for own academies, informing other local authorities of offers to be made to their residents;
- g) 1st March offers made to parents.

For 2025-26 there will be a national closing date for applications as follows:

31 October for secondary applications, and the academy will ensure its application processes enable parents to apply before this deadline.

Consideration of Applications

King’s Academy Ringmer will consider all applications for places. Where fewer than the published admission number for the new year 7 year group are received, King’s Academy Ringmer will ask the Local Authority to offer places to all those who have applied.

Students with statements of Special Educational Needs are admitted as a result of King’s Academy Ringmer being named in the statement and they are counted against the number of places available.

Procedures where King’s Academy Ringmer is oversubscribed

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. *Please note that there is no guarantee of a place to applicants meeting the oversubscription criteria; all applicants should ensure that they meet the County Council published deadlines.*

- a. **Children in Care** (in accordance with the regulations of 2005, **top priority** will be given to Children In Care) - Children in the care of a local authority - looked after children¹ and children who were looked after, but ceased to be so because they were adopted² (or became subject to a residence order³ or special guardianship order⁴).
- b. **Students whose siblings (2) currently attend the academy** and who will continue to do so on the date of admission; In the event of oversubscription using this criterion, priority will be given to those living nearest** to the Academy.
- c. **Children of staff members.** The Governors will offer a place to children whose parent(s) have, at the time of application, been employed by King’s Academy Ringmer for a minimum of two years at the time of making the application or who are employed in a currently recognised shortage subject area.
- d. **Children living in the Community Area*** In the event of oversubscription using this criterion, priority will be given to those living nearest** to the Academy.

¹ 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).

² Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

³ Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

⁴ See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- e. **Children living outside the Community Area.** Where there are more applications than places after application of criteria a) to e), distance from the Academy from home will be taken into account. Priority will be given to those living nearest**to the Academy. In a tie breaker situation, random allocation could be used if, for instance, there are more than one living in the same block of flats and therefore the same distance from the academy.

2 Sibling is defined as

- Brothers or sisters, including half-brothers or sisters, step-brothers or sisters and foster children living at the same address
- Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989
- In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the academy, both will be considered together as one application. The academy will be authorised to exceed its Published Admission Number by one.

* A map of the community area is available from ESCC website

** Distances are calculated from home to academy using surfaced, passable routes

Notification and Acceptance of Places

In accordance with the co-ordinated Admissions Policy, on 1 March 2024, the Local Authority will make the formal offer of a place to parents or carers on behalf of the Academy. Parents should contact the academy by telephone or letter to either accept or reject the offer of a place. This will in no way affect parents' right to appeal for a place at another academy.

Arrangements for Appeals Panels

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the Code of Practice on Academy Admission Appeals published by the Department for Children, Academies and Families as it applies to Foundation and Voluntary Aided academies. The decision of the appeal panel will be made in accordance with the Code of Practice on Academy Admission Appeals and is binding on all parties. Parents who want to appeal against the governors' decision not to offer their child a place at the Academy must appeal directly to the academy. The appeal should be addressed in writing to the Academy.

Arrangements for admitting students to other year groups, including to replace any students who have left King's Academy Ringmer

The Academy will coordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This academy will determine which applicants have priority for admission.

An in-year admission form is available from the academy and must be completed and returned to the Admissions Officer for admission to the academy outside the normal admissions round. All requests will be considered by the Principal and Governors and the academy will then send a letter to parents. If more applications are received than there are places available, the oversubscription criteria (detailed above) shall apply. Parents whose application is turned down are entitled to appeal. The academy will hold a waiting list for in-year admissions.

Operation of Waiting Lists

Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year King's Academy Ringmer receives more applications for places than there are places available, a waiting list will operate for the duration of each school term. This will be maintained by the Academy 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.

A student'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 cleared at the end of each term and begin again for each year group at the beginning of the new term. Parent's can request to be added to the new waiting list in writing.

Parents refused an application for a place at the academy have a statutory right of appeal, but this does not apply if parents are offered a place other than the year group in which they applied for.

Parentlink (including the Choice Advice Service)

Parentlink can also provide advice and help with deciding upon a academy for your child and the admissions process (Telephone: 01273 481172 - email: parentlink@eastsussex.gov.uk).