

# THE PRIORY FEDERATION OF ACADEMIES

## ADMISSION POLICY 2021

### **APPLICATION**

1 This policy applies to the Priory Federation of Academies Trust (“the Trust”) and the academies forming the Priory Federation of Academies, for which the Trust is the admission authority. These are:

The Priory City of Lincoln Academy  
The Priory Academy LSST  
The Priory Witham Academy  
The Priory Ruskin Academy  
Ling Moor Primary Academy  
The Priory Pembroke Academy  
The Priory Belvoir Academy  
Heighington Millfield Primary Academy  
Huntingtower Primary Academy  
Waddington Redwood Primary Academy  
Cherry Willingham Primary Academy

2 The policy also applies to any academies that join the Priory Federation of Academies after the determination of this policy.

3 As admission authority, the Trust will meet the requirements of Annex 1 to the supplemental funding agreement for each academy (*Requirements for the admission of pupils to each academy*), including adherence to the School Admissions Code and the School Admission Appeals Code currently in force.

4 The Trust determined the admissions policy on 9 December 2019. The policy includes the admission arrangements for each of the Federation’s Academies, which are set out and determined individually.

### **PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

#### **Consultation**

5 The Trust will consult annually on the admissions arrangements in each academy in the Federation, unless the following conditions are met in respect of an academy:

- a) the Trust consulted on the admission arrangements for that academy in at least one of the previous six years; and

- b) there have been no changes, or proposed changes, in the admissions arrangements in that academy since the last consultation.

6 The Trust will consult with the following parties on the academy's proposed admission arrangements for a minimum of six weeks between 1 October and 31 January in the Determination Year:

- a) parents and carers of children between the ages of two and eighteen living in the relevant area for consultation;
- b) other persons or community groups in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) the local authority;
- d) all other admission authorities within the relevant area; and
- e) any adjoining neighbouring local authorities where the admission authority is the local authority.

7 Such consultation shall meet the requirements of the School Admissions Code and relevant admissions legislation currently in force at the time of consultation.

#### **Determination of admission arrangements**

8 The Trust will determine the admission arrangements for each academy in the Federation annually, including in years when consultation is not required.

9 The Trust will consider comments made by those consulted in accordance with paragraph 6, including any requests to amend the proposed admissions number, before determining the admissions arrangements for the academy.

10 The Trust will determine the admission arrangements for each academy annually by 28 February of the Determination Year and notify those consulted in accordance with paragraph 6 what has been determined within 14 days of that decision being made.

#### **Representations about admission arrangements**

11 Where the Trust has determined the admission arrangements for any of its academies and notified all relevant consultees listed in paragraph 6, if any of those bodies object to an academy's admission arrangements, including the proposed admissions number, they can make representations to the Schools Adjudicator. Any representations must be made by 15 May in the Determination Year.

#### **Publication of admission arrangements**

12 The Trust shall in each Determination Year publish the academy's agreed admission arrangements by publishing them on the website of the relevant academy by 15 March and notifying the persons listed in paragraph 6.

13 The Trust will send a copy of the full, determined arrangements for each academy to the relevant local authority as soon as possible and before 15 March in the Determination Year.

14 The Trust will publish a copy of the determined arrangements on the website of the relevant academy and display them for the whole offer year (the academic year in which offers for places are made). Copies will be made available, without charge, on request from the relevant academy.

16 Alongside the published admission arrangements, each academy will publish annually the numbers of places and applications for those places in the previous year.

# THE PRIORY BELVOIR ACADEMY

## ADMISSION ARRANGEMENTS for 2021

1 The admission authority for the Priory Belvoir Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 9 December 2019. They form part of the Trust’s admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

2 The Trust will consider all applications for places at The Priory Belvoir Academy. Where we receive fewer applications than the published admission number in the relevant year group, we will offer places to all those who have applied.

### **ADMISSION NUMBER**

3 The Priory Belvoir Academy will have the following agreed admission numbers for the year 2021/2022 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 130 places in Year 7.

### **APPLICATIONS TO YEAR 7**

#### **Process of application**

4 You make applications for places in Year 7 through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

5 Parents resident in Leicestershire can apply online through Leicestershire County Council’s website: <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions> .You can also apply by telephone, or ask for a hard copy application form, by telephoning 0116 305 6684. Parents resident in other areas must apply through the local authority in which they live.

6 The Priory Belvoir Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Leicestershire local authority.

- a) By 1 September – The Priory Belvoir Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2019 for admission

in September 2020). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.

- b) By the end of October – The Priory Belvoir Academy will provide opportunities for parents to visit the Academy.
- c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.
- a) Between 1 November and 28 February –
  - the local authority sends application information to the academy for consideration by the Trust.
  - the Priory Belvoir Academy sends a list of pupils to be offered places by the Trust to local authority.
- b) 1 March - the relevant local authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code.

### **Admissions criteria for Year 7**

7 The Priory Belvoir Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

### **Oversubscription criteria for Year 7**

8 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

9 After the admission of pupils with EHC plans or statements, the criteria below will be applied for the remaining places, in the order in which they are set out:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children
- b. children who live in the catchment area

*The catchment area is shown on the map at the end of these arrangements.*

*In the event of more applicants than places under criterion 9b, they will be ranked in priority order using criteria 9c, 9d, 9e and 9f below.*

- c. siblings of pupils who are on the roll of the academy at the time of application

- d. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application
- e. children who attend a feeder school at the time of application

*The feeder schools for The Priory Belvoir Academy are:*

- *Bottesford Church of England Primary School*
- *Buckminster Primary School\**
- *Croxton Kerrial Church of England Primary School*
- *Harby Church of England Primary School*
- *Hose Church of England Primary School*
- *Long Clawson Church of England Primary School*
- *Redmile Church of England Primary School*
- *Salford Church of England Primary School\**
- *Stathern Primary School*
- *Waltham on the Wolds Church of England Primary School.*

*\* These two schools are also feeder schools to John Ferneley College.*

*In the event of more applicants than places under criteria 9c, 9d or 9e above, children living nearest to the academy have priority, using criterion 9f.*

- f. children who live nearest to the Academy measured by the straight-line distance from the child's home to the gate at the main entrance to the Academy.

*In the event that two or more applicants under criterion 9f live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person*

10 Children of staff recruited after 1<sup>st</sup> March in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

### **ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR**

11 The academy will consider all applications to year groups in which the academy provides education. If the year group applied for contains fewer pupils than the published admission number (PAN) for the normal intake year for this year group, the academy will admit the child. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered places.

12 You should make these applications through Leicestershire County Council or directly to the academy. You can apply online through Leicestershire County Council's website: <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions> . You can also apply by telephone, or ask for a hard copy application form, by

telephoning 0116 305 6684.

### **ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP**

13 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

### **CHILDREN OF UK MILITARY PERSONNEL**

14 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address, quartering area address or confirmed future residential home address for admissions purposes for a child of service personnel or Crown Servants moving to the area.

### **OPERATION OF WAITING LISTS**

15 The Academy will operate a waiting list until 31 December each year for all unsuccessful applicants for each year group in which the Academy provides education. Children's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above.

16 When places become vacant the Trust will allocate the places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time

they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

17 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point.

### **RIGHT OF APPEAL**

18 Parents or carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

### **FAIR ACCESS PROTOCOL**

19 The Academy and Trust will participate fully with the Leicestershire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list.

### **CONCERNS ABOUT APPLICATIONS**

20 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.

### **DEFINITIONS**

#### ***Looked after children***

21 *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.*

22 *Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).*

23 *Previously looked after children includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*



24 *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.*

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

### **Siblings**

26 *A sibling is defined as:*

- *a natural brother or sister, whether or not a resident in the same household*
- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)*
- *any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.*

### **The position of twins and siblings in the same year group**

27 *In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where there is only one place available, the application will be considered together as one application. The academy will then exceed its published admission number.*

### **Distance**

28 *Distances are measured in a straight line and are calculated by the Leicestershire County Council school admissions team using a computerised mapping system (Mapinfo), from the centre point of the child's home property to the academy's main gate (the gate at the main entrance to the academy on Barkestone Lane, Bottesford).*

### **Home address**

29 *This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.*

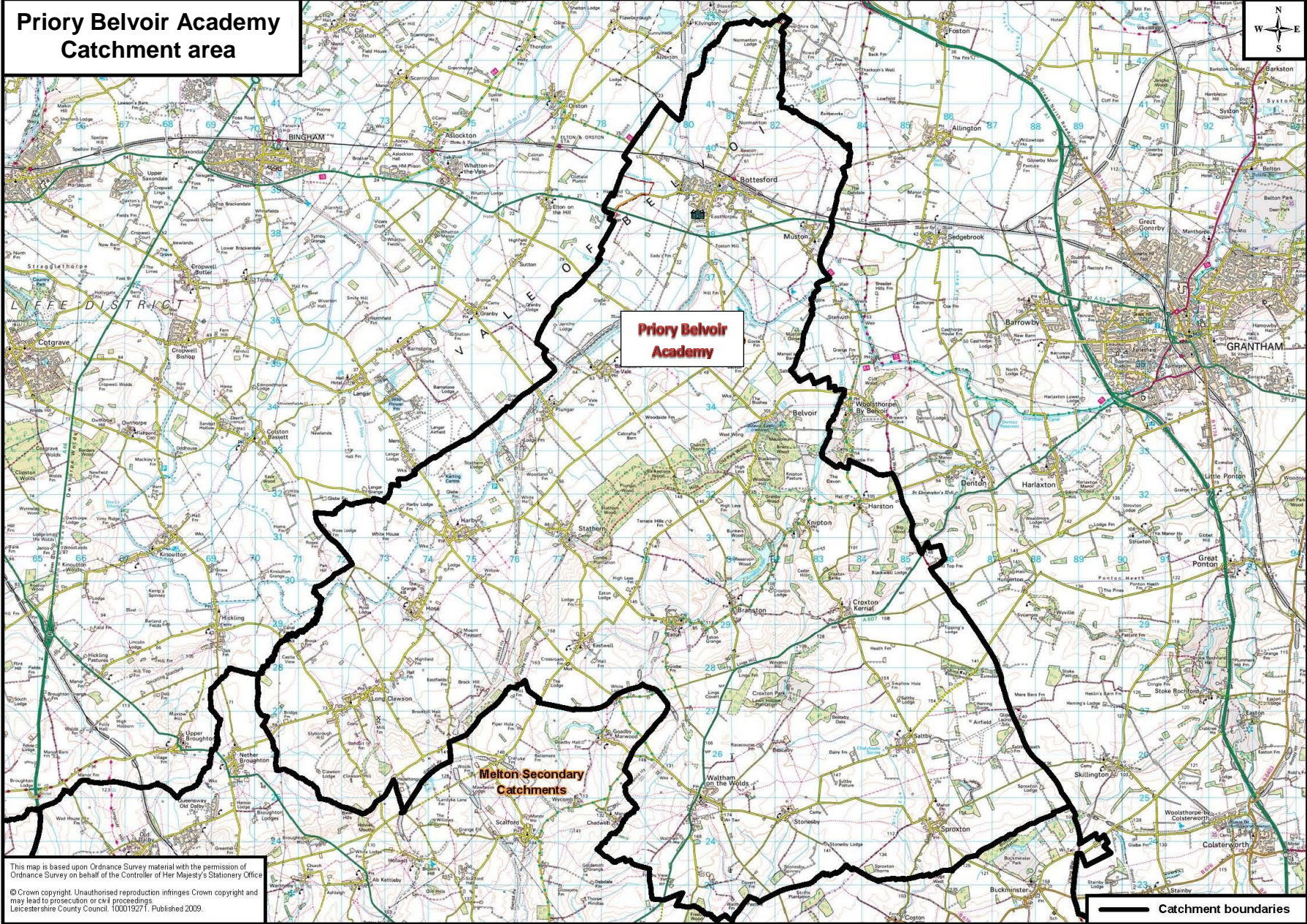
30 *In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.*

**Staff**

31 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the majority of their working time at the Priory Belvoir Academy.*



# Prory Belvoir Academy Catchment area



This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office  
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Leicestershire County Council. 100019271. Published 2009.

— Catchment boundaries



# CHERRY WILLINGHAM PRIMARY ACADEMY

## ADMISSION ARRANGEMENTS for 2021

1 The admission authority for the Cherry Willingham Primary Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 14 February 2020. They form part of the Trust’s admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

2 The Trust will consider all applications for places at the Cherry Willingham Primary Academy. Where we receive fewer applications than the published admission number in the relevant year group, we will offer places to all those who have applied.

### **ADMISSION NUMBER**

3 The Cherry Willingham Primary Academy will have the following agreed admission number for the year 2021/2022 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 30 pupils in the Reception Year (age 5)

### **APPLICATIONS TO THE RECEPTION YEAR (age 5)**

#### **Process of application**

4 You make applications for places in the Reception Year at the academy through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

5 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: [www.lincolnshire.gov.sch.uk/schooladmissions](http://www.lincolnshire.gov.sch.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through the local authority in which they live.

6 The academy will normally admit pupils at the beginning of the school year in which they reach the age of 5 (that is, from the September following their fourth birthday). Parents offered a place can choose to delay entry until later in the same school year, but must ensure their child begins school by the time they are of compulsory school age (the start of the term after their fifth birthday). Parents offered places from September must also take them up by the beginning of the following summer term. Parents may also request that their child takes up the place part-time until the child reaches compulsory school age. We

advise that any parent considering either option should contact the academy to discuss the arrangements, preferably before applying.

7 The academy will normally admit pupils into the designated year group for their age. The Trust will, however, consider applications from summer-born children (born after 1 April) to begin school in Year R in the following September when they are five, rather than with their designated age group. Such applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a conclusion, the academy will consider a range of evidence, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

8 The Cherry Willingham Primary Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:

- a) By 1 September – the Cherry Willingham Primary Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2020 for admission in September 2021). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of November – the Cherry Willingham Primary Academy will provide opportunities for parents to visit the academy.
- c) By 15 January – parents complete the CAF and return it to the relevant local authority to administer
- d) Between 15 January and 15 April –
  - the local authority sends application information to the academy for consideration by the Trust
  - The Cherry Willingham Primary Academy sends a list of pupils to be offered places by the Trust to local authority.

- e) 16 April - the relevant local authority will make the offers of places to parents of pupils joining primary provision on behalf of the Trust, as required by the School Admissions Code.

### **Admission criteria for the Reception Year (age 5)**

9 The Cherry Willingham Primary Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) that names the academy.

### **Oversubscription criteria for the Reception Year**

10 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

11 After the admission of pupils with EHC plans, the criteria below will be applied for the remaining places, in the order in which they are set out:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children
- b. siblings of pupils who are on the roll of the academy at the time of the application
- c. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application, or who has been appointed to a vacant post for which there is a demonstrable skill shortage.
- d. children for whom the academy is the nearest state-funded school to their home address, measured by straight-line distance

*In the event of more applicants than places under criteria 11b, 11c or 11d above, children living nearest to the academy have priority, using criterion 11e.*

- e. children who live nearest to the academy measured by the straight-line distance from the Post Office address point of the academy's main entrance to the Post Office address point of the child's home

*In the event that two or more applicants under criterion 11e live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.*

## **ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR**

12 The academy will consider all applications to year groups in which the academy provides education. If the year group applied for contains fewer pupils than the published admission number (PAN) for the normal intake year for this year group, the academy will admit the child. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered places. In the event that such an application would cause an infant class (Reception Year, Year 1 and Year 2) to be unlawfully large or would prejudice the provision of efficient education or the efficient use of resources, it may be necessary to refuse a place, even though the year group would not reach the PAN for that year group when first admitted.

13 You should make these applications through Lincolnshire County Council or directly to the academy. You can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030.

## **ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP**

14 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

## **CHILDREN OF UK MILITARY PERSONNEL**

15 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address, quartering area address or confirmed future residential home address for admissions purposes for a child of service personnel or Crown Servants moving to the area.

### **OPERATION OF WAITING LISTS**

16 The academy will operate a waiting list until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. A child's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above. The waiting list for entry to the Reception Year is managed by Lincolnshire local authority's School Admissions Team from 16 April until the end of August each year.

17 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

18 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point.

### **RIGHT OF APPEAL**

19 Parents and carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

### **FAIR ACCESS PROTOCOL**

20 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list.



## **CONCERNS ABOUT APPLICATIONS**

21 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.

## **DEFINITIONS**

### ***Looked after children***

22 *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.*

23 *Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).*

24 *Previously looked after children includes children who were adopted under the Adoption Act 1976 (see section 11 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*

25 *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 11 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.*

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

### ***Siblings***

27 *A sibling is defined as:*

- *a natural brother or sister, whether or not a resident in the same household*
- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)*
- *any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.*

### ***The position of twins and siblings in the same year group***

28 *In the case of twins or other children from multiple births and where only one place is available, the applications will be considered together as one application. The academy will*

*then exceed its published admission number, including in infant classes, where it would be an exception to the infant class size limit.*

*29 In the case of more than one sibling not from a multiple birth applying to join the same year group and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, except in infant classes, where the infant class size limit still applies and only one place would be offered.*

### **Distance**

*30 Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance on Lime Grove, Cherry Willingham). The distance from home to the nearest state-funded school is measured in the same way.*

### **Home address**

*31 This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.*

*32 In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the family has more than one home, we will take as the home address the address where your child normally lives for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.*

### **Staff**

*33 Staff means an employee of the Priory Federation of Academies Trust who is deployed for the majority of their working time at the Cherry Willingham Primary Academy.*

# THE PRIORY CITY OF LINCOLN ACADEMY

## ADMISSION ARRANGEMENTS for 2021

1 The admission authority for the Priory City of Lincoln Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 9 December 2019. They form part of the Trust’s admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

2 The Trust will consider all applications for places at The Priory City of Lincoln Academy. Where we receive fewer applications than the published admission number in the relevant year group, we will offer places to all those who have applied.

### **ADMISSION NUMBER**

3 The Priory City of Lincoln Academy will have the following agreed admission numbers for the year 2021/2022 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 150 places in Year 7
- b) 20 places in Year 12, in addition to those for students from the Priory City of Lincoln Academy who wish to stay on into the sixth form.

### **FINDING YOUR WAY ROUND THESE ADMISSION ARRANGEMENTS**

4 For places in Year 7 please go to paragraphs 5 – 16.  
For places in the sixth form please go to paragraphs 17 – 23.

Then, for important information for all age groups, please go to paragraphs 24–45.

### **APPLICATIONS TO YEAR 7**

#### **Process of application**

5 You make applications for places in Year 7 through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

6 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: [www.lincolnshire.gov.sch.uk/schooladmissions](http://www.lincolnshire.gov.sch.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through the local authority in which they live.

- 7 The Priory City of Lincoln Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:
- a) By 1 September – The Priory City of Lincoln Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2020 for admission in September 2021). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
  - b) By the end of October – The Priory City of Lincoln Academy will provide opportunities for parents to visit the academy.
  - c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.
  - d) Between 1 November and 28 February –
    - the local authority sends application information to the academy for consideration by the Trust
    - the Priory City of Lincoln Academy sends a list of pupils to be offered places by the Trust to local authority.
  - e) 1 March - the relevant local authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code.

### **Admission criteria for Year 7**

8 The Priory City of Lincoln Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

### **Admissions through aptitude for sport in Year 7**

9 The Priory City of Lincoln Academy will admit up to 15 pupils to Year 7 on the basis of their aptitude for sport. Parents who wish to seek a place at the academy for their child based on aptitude for sport should present their child for assessment. The assessment is based on nationally recognised activities focusing on skill, power, stamina and agility, and is not linked to current success in any particular sport.

10 The aptitude assessment takes place in the first half of the autumn term before the year of entry (that is, when the child is in Year 6). The date of the assessment is available from the Priory City of Lincoln Academy. Parents who wish their child to take the aptitude

assessment should request, complete and return the assessment application form, which is available from the academy, at least one week before the assessment.

11 Taking the aptitude assessment is not an application in itself. The Trust will only consider applications for admission through aptitude assessments when the Common Application Form has been received by the local authority and the academy has been notified, confirming that an application has been made.

12 The Trust will only consider those applicants who achieve a minimum standard in the assessment for the places available on the basis of aptitude for sport. Parents will automatically be notified of the outcome of the assessment and whether or not their child has met the minimum standard for consideration for an aptitude place.

### **Other admissions to Year 7**

13 The Trust will allocate the remaining places to other applicants, including those who were unsuccessful in their application through aptitude assessment.

### **Oversubscription criteria for Year 7**

14 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

15 After the admission of pupils with EHC plans or statements, the criteria below will be applied for the remaining places, in the order in which they are set out:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children.
- b. applicants who achieve the minimum standards needed for admission on the basis of aptitude for sport

*In the event that more than 15 applicants achieve the minimum standard, the 15 places will be offered to the applicants with the highest scores in the assessment. If at any point there are more applicants than places on the basis of aptitude in sport because their scores are tied, priority will be given to children living closest to the academy, using paragraph 15e. Any remaining applicants will then be considered along with other applicants using the criteria in paragraphs 15c to 15e below. In the event that fewer than 15 applicants achieve the minimum standard, they will all be admitted and the remaining places will then be made available to other applicants using the criteria in paragraph 15c to 15e below.*

- c. siblings of pupils who are on the roll of the academy at the time of the application
- d. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application

*In the event of more applicants than places under criteria 15c and 15d above, children living nearest to the academy have priority, using criterion 15e.*

- e. children who live nearest to the academy measured by the straight-line distance from the academy's main entrance to the Post Office address point of the child's home.

*In the event that two or more applicants under criterion 15e live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.*

- 16 Children of staff recruited after 1<sup>st</sup> March in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

### **APPLICATIONS TO THE SIXTH FORM**

- 17 The Priory City of Lincoln Academy offers a range of sixth form courses at Level 3 (for example A Level and BTEC) and some at Level 2 (for example City and Guilds and IMI).

18 For Level 3 A level courses we normally expect students to have achieved at least a grade 4 in both English and Mathematics. For Level 3 vocational courses we normally expect students to have achieved grades from their best English and their mathematics that 'total' 7. For example a grade 4 in English and a grade 3 in mathematics would meet this requirement. In addition, each course has subject-specific GCSE requirements which we expect students to meet. There are no minimum grade requirements for Level 2 vocational courses.

- 19 We discuss with each applicant the best match of course to their subject background. Further information for individual subjects can be found in the academy's sixth form prospectus (<https://www.priorycity.co.uk/page/?title=Prospectus&pid=54>).

### **Process of application**

- 20 Dates for applications for entry to Year 12, and for acceptances and refusals, will be published in the academy's sixth form prospectus. You make applications directly to the academy.

### **Admission criteria for Year 12**

- 21 The Priory City of Lincoln Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

## **Oversubscription criteria for Year 12**

22 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

23 After the admission of pupils with EHC plans or statements, the criteria below will be applied in the order in which they are set out:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children,
- b. students wishing to study the academy's specialist subjects (sport subjects)

*Where the application of this criterion still leaves more students than places, then the students' total points scores in GCSE examinations will be taken into account, in order, starting with the highest score. In the case of tied scores, then the distance from home to the academy will be used as in paragraph 24c below.*

- c. a student who lives nearest to the academy measured by the straight-line distance from the academy's main entrance to the Post Office address point of the child's home.

*In the event that two or more applicants under criterion 24c live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.*

## **ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR**

24 The academy will consider all applications to year groups in which the academy provides education and, if the year group applied for contains fewer pupils than the published admission number (PAN) for the normal intake year for this year group, the academy will admit the child. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered places.

25 You should make these applications through Lincolnshire County Council or directly to the academy. You can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030.

## **ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP**

26 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more



reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

### **CHILDREN OF UK MILITARY PERSONNEL**

27 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address, quartering area address or confirmed future residential home address for admissions purposes for a child of service personnel or Crown Servants moving to the area.

### **OPERATION OF WAITING LISTS**

28 The academy will operate a waiting list until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. Children's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above. The waiting list for entry to the Year 7 is managed by Lincolnshire local authority's School Admissions Team from 1 March until the end of August each year.

29 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.



30 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point.

### **RIGHT OF APPEAL**

31 Parents or carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

### **FAIR ACCESS PROTOCOL**

32 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list.

### **CONCERNS ABOUT APPLICATIONS**

33 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.

### **DEFINITIONS**

#### ***Looked after children***

34 *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.*

35 *Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).*

36 *Previously looked after children includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*

37 *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.*

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

### **Siblings**

39 A sibling is defined as:

- a natural brother or sister, whether or not a resident in the same household
- another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)
- any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.

### **The position of twins and siblings in the same year group**

40 In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where there is only one place available, the application will be considered together as one application. The academy will then exceed its published admission number.

### **Distance**

41 Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance to the academy on Skellingthorpe Road, Lincoln).

### **Home address**

42 This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.

43 In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the family has more than one home, we will take as the home address the address where your child normally live for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

### **Staff**

44 Staff means an employee of the Priory Federation of Academies Trust who is deployed for the majority of their working time at the City of Lincoln Academy.

***'Total' of GCSE grades***

*45 This is the total of the numbered grades that are awarded at the end of GCSE courses, including the equivalent number when converted from other qualifications.*

# HEIGHINGTON MILLFIELD PRIMARY ACADEMY

## ADMISSION ARRANGEMENTS for 2021

1 The admission authority for Heighington Millfield Primary Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 9 December 2019. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

2 The Trust will consider all applications for places at Heighington Millfield Primary Academy. Where we receive fewer applications than the published admission number in the relevant year group, we will offer places to all those who have applied.

### **ADMISSION NUMBER**

3 Heighington Millfield Primary Academy will have the following agreed admission number for the year 2021/2022 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 30 pupils in the Reception Year (age 5)

### **APPLICATIONS TO THE RECEPTION YEAR (age 5)**

#### **Process of application**

4 You make applications for places in the Reception Year at the academy through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

5 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: [www.lincolnshire.gov.sch.uk/schooladmissions](http://www.lincolnshire.gov.sch.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through the local authority in which they live.

6 The academy will normally admit pupils at the beginning of the school year in which they reach the age of 5 (that is, from the September following their fourth birthday). Parents offered a place can choose to delay entry until later in the same school year, but must ensure their child begins school by the time they are of compulsory school age (the start of the term after their fifth birthday). Parents offered places from September must also take them up by the beginning of the following summer term. Parents may also request that their child takes up the place part-time until the child reaches compulsory school age. We advise that any parent considering either option should contact the academy to discuss the

arrangements, preferably before applying.

7 The academy will normally admit pupils into the designated year group for their age. The Trust will, however, consider applications from summer-born children (born after 1 April) to begin school in Year R in the following September when they are five, rather than with their designated age group. Such applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a conclusion, the academy will consider a range of evidence, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

8 Heighington Millfield Primary Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:

- a) By 1 September – Heighington Millfield Primary Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2020 for admission in September 2021). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of November – Heighington Millfield Primary Academy will provide opportunities for parents to visit the academy.
- c) By 15 January – parents complete the CAF and return it to the relevant local authority to administer
- d) Between 15 January and 15 April –
  - the local authority sends application information to the academy for consideration by the Trust
  - Heighington Millfield Primary Academy sends a list of pupils to be offered places by the Trust to local authority.

- e) 16 April - the relevant local authority will make the offers of places to parents of pupils joining primary provision on behalf of the Trust, as required by the School Admissions Code.

### **Admission criteria for the Reception Year (age 5)**

9 Heighington Millfield Primary Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) that names the academy.

### **Oversubscription criteria for the Reception Year**

10 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

11 After the admission of pupils with EHC plans, the criteria below will be applied for the remaining places, in the order in which they are set out:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children,
- b. siblings of pupils who are on the roll of the academy at the time of the application
- c. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application, or who has been appointed to a vacant post for which there is a demonstrable skill shortage.
- d. children for whom the academy is the nearest state-funded school to their home address, measured by straight-line distance

*In the event of more applicants than places under criteria 11b, 11c or 11d above, children living nearest to the academy have priority, using criterion 11e.*

- e. children who live nearest to the academy measured by the straight-line distance from the Post Office address point of the academy's main entrance to the Post Office address point of the child's home

*In the event that two or more applicants under criterion 11e live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.*

### **ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR**

12 The academy will consider all applications to year groups in which the academy provides education. If the year group applied for contains fewer pupils than the published admission number (PAN) for the normal intake year for this year group, the academy will

admit the child. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered places. In the event that such an application would cause an infant class (Reception Year, Year 1 and Year 2) to be unlawfully large or would prejudice the provision of efficient education or the efficient use of resources, it may be necessary to refuse a place, even though the year group would not reach the PAN for that year group when first admitted.

13 You should make these applications through Lincolnshire County Council or directly to the academy. You can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030.

### **ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP**

14 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

### **CHILDREN OF UK MILITARY PERSONNEL**

15 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address, quartering area address or confirmed future residential home address for admissions purposes for a child of service personnel or Crown Servants moving to the area.

## **OPERATION OF WAITING LISTS**

16 The academy will operate a waiting list until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. A child's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above. The waiting list for entry to the Reception Year is managed by Lincolnshire local authority's School Admissions Team from 16 April until the end of August each year.

17 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

18 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point.

## **RIGHT OF APPEAL**

19 Parents and carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

## **FAIR ACCESS PROTOCOL**

20 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list.

## **CONCERNS ABOUT APPLICATIONS**

21 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.



## **DEFINITIONS**

### ***Looked after children***

22 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.

23 Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

24 Previously looked after children includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

25 Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

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

### ***Siblings***

27 A sibling is defined as:

- a natural brother or sister, whether or not a resident in the same household
- another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)
- any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.

### ***The position of twins and siblings in the same year group***

28 In the case of twins or other children from multiple births and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, including in infant classes, where it would be an exception to the infant class size limit.

29 In the case of more than one sibling not from a multiple birth applying to join the same year group and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, except in infant classes, where the infant class size limit still applies and only one place would be offered.

**Distance**

30 Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance off Mill Lane, Heighington). The distance from home to the nearest state-funded school is measured in the same way.

**Home address**

31 This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the Education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.

32 In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

**Staff**

33 Staff means an employee of the Priory Federation of Academies Trust who is deployed for the majority of their working time at Heighington Millfield Primary Academy.

# HUNTINGTOWER PRIMARY ACADEMY

## ADMISSION ARRANGEMENTS for 2021

1 The admission authority for Huntingtower Primary Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 9 December 2019. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

2 The Trust will consider all applications for places at Huntingtower Primary Academy. Where we receive fewer applications than the published admission number in the relevant year group, we will offer places to all those who have applied.

### **ADMISSION NUMBER**

3 Huntingtower Primary Academy will have the following agreed admission number for the year 2021/2022 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 60 pupils in the Reception Year (age 5)

### **APPLICATIONS TO THE RECEPTION YEAR (age 5)**

#### **Process of application**

4 You make applications for places in the Reception Year at the academy through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

5 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: [www.lincolnshire.gov.sch.uk/schooladmissions](http://www.lincolnshire.gov.sch.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through the local authority in which they live.

6 The academy will normally admit pupils at the beginning of the school year in which they reach the age of 5 (that is, from the September following their fourth birthday). Parents offered a place can choose to delay entry until later in the same school year, but must ensure their child begins school by the time they are of compulsory school age (the start of the term after their fifth birthday). Parents offered places from September must also take them up by the beginning of the following summer term. Parents may also request that their child takes up the place part-time until the child reaches compulsory school age. We advise that any parent considering either option should contact the academy to discuss the

arrangements, preferably before applying.

7 The academy will normally admit pupils into the designated year group for their age. The Trust will, however, consider applications from summer-born children (born after 1 April) to begin school in Year R in the following September when they are five, rather than with their designated age group. Such applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a conclusion, the academy will consider a range of evidence, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

8 Huntingtower Primary Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:

- a) By 1 September – Huntingtower Primary Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2020 for admission in September 2021). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of November – Huntingtower Primary Academy will provide opportunities for parents to visit the academy.
- c) By 15 January – parents complete the CAF and return it to the relevant local authority to administer
- d) Between 15 January and 15 April –
  - the local authority sends application information to the academy for consideration by the Trust
  - Huntingtower Primary Academy sends a list of pupils to be offered places by the Trust to local authority.
- e) 16 April - the relevant local authority will make the offers of places to parents of pupils joining primary provision on behalf of the Trust, as required by the School

## Admissions Code.

### **Admission criteria for the Reception Year (age 5)**

9 Huntingtower Primary Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) that names the academy.

### **Oversubscription criteria for the Reception Year**

10 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

11 After the admission of pupils with EHC plans, the criteria below will be applied for the remaining places, in the order in which they are set out:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children,
- b. siblings of pupils who are on the roll of the academy at the time of the application
- c. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application, or who has been appointed to a vacant post for which there is a demonstrable skill shortage
- d. children for whom the academy is the nearest state-funded school to their home address, measured by straight-line distance

*In the event of more applicants than places under criteria 11b, 11c or 11d above, children living nearest to the academy have priority, using criterion 11e.*

- e. children who live nearest to the academy measured by the straight-line distance from the Post Office address point of the academy's main entrance to the Post Office address point of the child's home

*In the event that two or more applicants under criterion 11e live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.*

### **ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR**

12 The academy will consider all applications to year groups in which the academy provides education. If the year group applied for contains fewer pupils than the published admission number (PAN) for the normal intake year for this year group, the academy will admit the child. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered places. In the event that such an application

would cause an infant class (Reception Year, Year 1 and Year 2) to be unlawfully large or would prejudice the provision of efficient education or the efficient use of resources, it may be necessary to refuse a place, even though the year group would not reach the PAN for that year group when first admitted.

13 You should make these applications through Lincolnshire County Council or directly to the academy. You can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030.

### **ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP**

14 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

### **CHILDREN OF UK MILITARY PERSONNEL**

15 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address, quartering area address or confirmed future residential home address for admissions purposes for a child of service personnel or Crown Servants moving to the area.

## **OPERATION OF WAITING LISTS**

16 The academy will operate a waiting list until the last day of the school year for all unsuccessful applicants, for each year group in which the academy provides education. A child's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above. The waiting list for entry to the Reception Year is managed by Lincolnshire local authority's School Admissions Team from 16 April until the end of August each year.

17 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

18 Once the waiting list has closed in each year group on the last day of the school year, you will need to reapply if you wish your child to join the academy at a subsequent point.

## **RIGHT OF APPEAL**

19 Parents and carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

## **FAIR ACCESS PROTOCOL**

20 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list.

## **CONCERNS ABOUT APPLICATIONS**

21 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.



## **DEFINITIONS**

### ***Looked after children***

22 *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.*

23 *Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).*

24 *Previously looked after children includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*

25 *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.*

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

### ***Siblings***

27 *A sibling is defined as:*

- *a natural brother or sister, whether or not a resident in the same household*
- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)*
- *any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.*

### ***The position of twins and siblings in the same year group***

28 *In the case of twins or other children from multiple births and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, including in infant classes, where it would be an exception to the infant class size limit.*

29 *In the case of more than one sibling not from a multiple birth applying to join the same year group and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, except in infant classes, where the infant class size limit still applies and only one place would be offered.*



### **Distance**

30 Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance on Huntingtower Road, Grantham). The distance from home to the nearest state-funded school is measured in the same way.

### **Home address**

31 This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the Education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.

32 In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the family has more than one home, we will take as the home address the address where your child normally lives for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

### **Staff**

33 Staff means an employee of the Priory Federation of Academies Trust who is deployed for the majority of their working time at Huntingtower Primary Academy.

# LING MOOR PRIMARY ACADEMY

## ADMISSION ARRANGEMENTS for 2021

1 The admission authority for the Ling Moor Primary Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 14 February 2020. They form part of the Trust’s admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

2 The Trust will consider all applications for places at the Ling Moor Primary Academy. Where we receive fewer applications than the published admission number in the relevant year group, we will offer places to all those who have applied.

### **ADMISSION NUMBER**

3 The Ling Moor Primary Academy will have the following agreed admission number for the year 2021/2022 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 60 pupils in the Reception Year (age 5)

### **APPLICATIONS TO THE RECEPTION YEAR (age 5)**

#### **Process of application**

4 You make applications for places in the Reception Year at the academy through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

5 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: [www.lincolnshire.gov.sch.uk/schooladmissions](http://www.lincolnshire.gov.sch.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through the local authority in which they live.

6 The academy will normally admit pupils at the beginning of the school year in which they reach the age of 5 (that is, from the September following their fourth birthday). Parents offered a place can choose to delay entry until later in the same school year, but must ensure their child begins school by the time they are of compulsory school age (the start of the term after their fifth birthday). Parents offered places from September must also take them up by the beginning of the following summer term. Parents may also request that their child takes up the place part-time until the child reaches compulsory school age. We

advise that any parent considering either option should contact the academy to discuss the arrangements, preferably before applying.

7 The academy will normally admit pupils into the designated year group for their age. The Trust will, however, consider applications from summer-born children (born after 1 April) to begin school in Year R in the following September when they are five, rather than with their designated age group. Such applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a conclusion, the academy will consider a range of evidence, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

8 The Ling Moor Primary Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:

- a) By 1 September – the Ling Moor Primary Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2020 for admission in September 2021). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of November – the Ling Moor Primary Academy will provide opportunities for parents to visit the academy.
- c) By 15 January – parents complete the CAF and return it to the relevant local authority to administer
- d) Between 15 January and 15 April –
  - the local authority sends application information to the academy for consideration by the Trust
  - The Ling Moor Primary Academy sends a list of pupils to be offered places by the Trust to local authority.
- e) 16 April - the relevant local authority will make the offers of places to parents of

pupils joining primary provision on behalf of the Trust, as required by the School Admissions Code.

### **Admission criteria for the Reception Year (age 5)**

9 The Ling Moor Primary Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) that names the academy.

### **Oversubscription criteria for the Reception Year**

10 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

11 After the admission of pupils with EHC plans or statements, the criteria below will be applied for the remaining places, in the order in which they are set out:

- a. looked after children, or previously looked after children, sometimes referred to as children in public care.
- b. siblings of pupils who are on the roll of the academy at the time of the application
- c. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application, or who has been appointed to a vacant post for which there is a demonstrable skill shortage.
- d. children for whom the academy is the nearest state-funded school to their home address, measured by straight-line distance

*In the event of more applicants than places under criteria 11b, 11c or 11d above, children living nearest to the academy have priority, using criterion 11e.*

- e. children who live nearest to the academy measured by the straight-line distance from the Post Office address point of the academy's main entrance to the Post Office address point of the child's home.

*In the event that two or more applicants under criterion 11e live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person*

### **ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR**

12 The academy will consider all applications to year groups in which the academy provides education. If the year group applied for contains fewer pupils than the published admission number (PAN) for the normal intake year for this year group, the academy will admit the child. If there are more applications than places then the oversubscription criteria

will be used to decide who should be offered places. In the event that such an application would cause an infant class (Reception Year, Year 1 and Year 2) to be unlawfully large or would prejudice the provision of efficient education or the efficient use of resources, it may be necessary to refuse a place, even though the year group would not reach the PAN for that year group when first admitted.

13 You should make these applications through Lincolnshire County Council or directly to the academy. You can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030.

### **ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP**

14 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

### **CHILDREN OF UK MILITARY PERSONNEL**

15 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address, quartering area address or confirmed future residential home address for admissions purposes for a child of service personnel or Crown Servants moving to the area.

## **OPERATION OF WAITING LISTS**

16 The academy will operate a waiting list until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. A child's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above. The waiting list for entry to the Reception Year is managed by Lincolnshire local authority's School Admissions Team from 16 April until the end of August each year.

17 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

18 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point.

## **RIGHT OF APPEAL**

19 Parents and carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

## **FAIR ACCESS PROTOCOL**

20 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list.

## **CONCERNS ABOUT APPLICATIONS**

21 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.



## **DEFINITIONS**

### ***Looked after children***

22 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.

23 Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

24 Previously looked after children includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

25 Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

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

### ***Siblings***

27 A sibling is defined as:

- a natural brother or sister, whether or not a resident in the same household
- another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)
- any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.

### ***The position of twins and siblings in the same year group***

28 In the case of twins or other children from multiple births and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, including in infant classes, where it would be an exception to the infant class size limit.

29 In the case of more than one sibling not from a multiple birth applying to join the same year group and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, except in infant classes, where the infant class size limit still applies and only one place would be offered.

### **Distance**

30 Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance on Inns Close, Lincoln). The distance from home to the nearest state-funded school is measured in the same way.

### **Home address**

31 This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the Education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.

32 In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the family uses more than one home, we will take as the home address the address where your child normally lives for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

### **Staff**

33 Staff means an employee of the Priory Federation of Academies Trust who is deployed for the majority of their working time at the Ling Moor Primary Academy.

# THE PRIORY PEMBROKE ACADEMY

## ADMISSION ARRANGEMENTS for 2021

1 The admission authority for the Priory Pembroke Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 14 February 2020. They form part of the Trust’s admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

2 The Trust will consider all applications for places at the Priory Pembroke Academy. Where we receive fewer applications than the published admission number in the relevant year group, we will offer places to all those who have applied.

### **ADMISSION NUMBER**

3 The Priory Pembroke Academy will have the following agreed admission number for the year 2021/2022 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 120 places in Year 7.

### **APPLICATIONS TO YEAR 7**

#### **Process of application**

4 You make applications for places in Year 7 through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

5 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: [www.lincolnshire.gov.sch.uk/schooladmissions](http://www.lincolnshire.gov.sch.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through the local authority in which they live.

6 The Priory Pembroke Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:

- a) By 1 September – The Priory Pembroke Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2020 for admission in September 2021). This will include details of open evenings and other

opportunities for prospective pupils and their parents to visit the academy.

- b) By the end of October – The Priory Pembroke Academy will provide opportunities for parents to visit the academy.
- c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.
- d) Between 1 November and 28 February –
  - the local authority sends application information to the academy for consideration by the Trust
  - the Priory Pembroke Academy sends a list of pupils to be offered places by the Trust to local authority.
- e) 1 March - the relevant local authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code.

### **Admission criteria for Year 7**

7 The Priory Pembroke Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

### **Oversubscription criteria for Year 7**

8 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

9 After the admission of pupils with EHC plans or statements, the criteria below will be applied for the remaining places, in the order in which they are set out:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children
- b. siblings of pupils who are on the roll of the academy at the time of application
- c. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application, or who has been appointed to a vacant post for which there is a demonstrable skill shortage

*In the event of more applicants than places under criteria 9b and 9c above, children living nearest to the academy have priority, using criterion 9d.*

- d. children who live nearest to the academy measured by the straight-line distance from the Post Office address point of the academy's main entrance to the Post Office address point of the child's home.

*In the event that two or more applicants under criterion 9d live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.*

### **ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR**

10 The Trust will consider all applications to year groups in which the academy provides education and, if the year group applied for contains fewer pupils than the published admission number (PAN) for the normal intake year for this year group, the academy will either admit the child or, if the Trust does not wish to offer a place, refer the application to the Lincolnshire local authority (LA) for consideration under the LA's Fair Access Protocol. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered places.

11 You should make these applications through Lincolnshire County Council or directly to the academy. You can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030.

### **ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP**

12 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

## **CHILDREN OF UK MILITARY PERSONNEL**

13 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address, quartering area address or confirmed future residential home address for admissions purposes for a child of service personnel or Crown Servants moving to the area.

## **OPERATION OF WAITING LISTS**

14 The academy will operate a waiting list until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. A child's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above. The waiting list for entry to Year 7 is managed by Lincolnshire local authority's School Admissions Team from 1 March until the end of August each year.

15 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

16 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point.

## **RIGHT OF APPEAL**

17 Parents or carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel for the parents or carers of all unsuccessful applicants. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

## **FAIR ACCESS PROTOCOL**

18 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the



most vulnerable children, are offered a place at a suitable school as quickly as possible. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list.

## **CONCERNS ABOUT APPLICATIONS**

19 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.

## **DEFINITIONS**

### ***Looked after children***

20 *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.*

21 *Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).*

22 *Previously looked after children includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*

23 *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.*

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

### ***Siblings***

25 *A sibling is defined as:*

- *a natural brother or sister, whether or not a resident in the same household*
- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)*
- *any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.*

***The position of twins and siblings in the same year group***

26 *In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where there is only one place available, the application will be considered together as one application.) The academy will then exceed its published admission number.*

***Distance***

27 *Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance to the academy on Croft Lane, Cherry Willingham).*

***Home address***

28 *This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.*

29 *In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the family has more than one home, we will take as the home address the address where your child normally lives for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.*

***Staff***

30 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the majority of their working time at the Priory Pembroke Academy.*

# THE PRIORY ACADEMY LSST

## ADMISSION ARRANGEMENTS for 2021

### Variation to the admission arrangements

Since these admission arrangements were determined, The Priory Academy LSST was given permission by the Secretary of State for Education on 9 July 2020 to close the sixth-form boarding house. No boarding places will therefore be offered in the sixth form in the school year 2021-22 and all references to boarding in these arrangements have been removed. No other changes have been made.

1 The admission authority for The Priory Academy LSST is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 9 December 2019 and varied to take account of the Secretary of State’s decision above on 13 July 2020. They form part of the Trust’s admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

2 The Trust will consider all applications for places at The Priory Academy LSST. Where we receive fewer applications than the published admission number in the relevant year group, we will offer places to all those who have applied.

### ADMISSION NUMBER

3 The Priory Academy LSST will have the following published admission numbers for the year 2021/2022 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 240 places in Year 7
- b) 30 places in Year 12, in addition to those for students from The Priory Academy LSST who wish to stay on into the sixth form.

### FINDING YOUR WAY ROUND THESE ADMISSION ARRANGEMENTS

4 For places in Year 7 please go to paragraphs 5 – 19.  
For places in the sixth form please go to paragraphs 20 – 26.

Then, for important information for all age groups, please go to paragraphs 32 – 53.

## **APPLICATIONS TO YEAR 7**

### **Process of application**

5 You make applications for places in Year 7 through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

6 Parents resident in Lincolnshire can apply online through Lincolnshire County Council's website: [www.lincolnshire.gov.sch.uk/schooladmissions](http://www.lincolnshire.gov.sch.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through the local authority in which they live.

7 The Priory Academy LSST will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, wherever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:

- a) By 1 September – The Priory Academy LSST will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2020 for admission in September 2021). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
  - b) By the end of October – The Priory Academy LSST will provide opportunities for parents to visit the academy.
  - c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.
- a) Between 1 November and 28 February –
- the local authority sends application information to the academy for consideration by the Trust
  - The Priory Academy LSST sends a list of pupils to be offered places by the Trust to local authority.
- b) 1 March - the relevant local authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code.

### **Admission criteria for Year 7**

8 The Priory Academy LSST will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

### **Admissions through aptitude for technology in Year 7**

9 The Priory Academy LSST will admit up to 24 pupils to Year 7 on the basis of their aptitude for technology. Parents who wish to seek a place at the academy for their child based on aptitude for technology should present their child for assessment. The assessment is based on spatial and other non-verbal reasoning, and is not related to existing skills in designing or making things.

10 The assessment takes place in the first half of the autumn term before the year of entry (that is, when the child is in Year 6). The date of the assessment is available from The Priory Academy LSST.

11 Parents who wish their child to take the assessment should request, complete and return the assessment application form, which is available from the academy at least one week before the assessment.

12 Taking the assessment is not an application in itself. The Trust will only consider applications for admission through aptitude assessments when the Common Application Form has been received by the local authority and the academy has been notified, confirming that an application has been made.

13 Only those applicants achieving a minimum standard in the assessment will be considered for the places available on the basis of aptitude for technology. Parents will be informed whether their child has met the minimum standard for consideration for an aptitude place shortly after the assessment.

### **Other admissions to Year 7**

14 For other places, the academy will allocate two places for pupils at each of the 51 primary schools listed below in paragraph 19. The academy will also allocate two places to the group of applicants not attending any of the 51 primary schools. For the purposes of these arrangements these applicants will be treated as if they attended a 52<sup>nd</sup> school named 'Other Primary School'. The remaining places are then divided on a pro-rata basis and allocated to the 52 primary schools to give each of the 52 schools an allocation for that year. Applications from pupils at each of the 52 primary schools are then treated separately.

15 This calculation is done in advance and is based on the number of children on roll in Year 5 in each of the primary schools, which will be the year group to be admitted to Year 7 at the academy. The number on the roll in Year 5 for 'Other Primary School' will be taken as the average roll in Year 5 across the 51 schools named in paragraph 19. The number of places for each school will be taken to the nearest whole number. The allocations will be published on the academy's website.

16 We aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the school's oversubscription criteria as if they attended the primary school listed in paragraph 19 that is closest to their home address.

### **Oversubscription criteria for Year 7**

17 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

18 After the admission of pupils with EHC plans or statements, the criteria below will be applied for the remaining places in the order in which they are set out:

- a. looked after children, or previously looked after children, sometimes referred to as children in public care
- b. applicants who achieve the minimum standards needed for admission on the basis of aptitude for technology

*In the event that more than 24 applicants achieve the minimum standard, the 24 places will be offered to the applicants with the highest scores in the assessment. If tied scores for the last of these places would result in more than 24 applicants being admitted on the basis of aptitude for technology, criteria 18d to 18f will be used, in order, to decide which applicants will be admitted. Any remaining applicants will then be considered along with other applicants using the criteria in paragraphs 18c to 18f below. In the event that fewer than 24 applicants achieve the minimum standard, they will all be admitted and those places will be added to those available using criteria 18c to 18f below. (The underlined sentence above replaces a similar sentence that contained a misprint – 8<sup>th</sup> December 2020.)*

- c. for each of the 51 primary schools listed below in paragraph 19 and the group of applicants from 'Other Primary School', that school's allocation from the applications from that school

*In the event of more applications than the number of places allocated to any primary school under criterion 18c, the criteria from 18d onwards below are applied in order. In the event that all places allocated to a primary school are not taken up, those places, and any other places available, will be allocated to other applicants through a lottery supervised by an independent person (changed every year) not connected to the Trust or the local authority.*

- d. siblings of pupils who are on the roll of the academy at the time of the application
- e. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application, or who has been appointed to a vacant post for which there is demonstrable skill shortage



*In the event of more applicants than places under criteria 18d or 18e above, children living nearest to the school have priority, using criterion 18f.*

- f. children who live nearest to the academy measured by the straight-line distance from the Post Office address point of the academy's main entrance to the Post Office address point of the child's home.

*In the event that two or more applicants under criterion 18f live the same straight-line distance from the school, the place or places will be allocated at random by an independent person*

19 The 51 primary schools referred to above are:

**(Allocated places correct for September 2021 entry. Figures for September 2022 entry to be confirmed).**

<b>Name of school</b>	<b>Number of Allocated Places</b>
Bassingham Primary School	4
Bracebridge Heath St John's Primary School	5
Branston Junior Academy	4
Brant Broughton C of E and Methodist Primary School	3
Cherry Willingham Primary School	4
Coleby Church of England Primary School	2
Eagle Community Primary School	3
Fiskerton Church of England Primary School	3
Harby Queen Eleanor Primary School	2
Heighington Millfield Primary Academy	4
Ingham Primary School	3
Lincoln Birchwood Junior School	7
Lincoln Bishop King Church of England Community Primary School	5
Lincoln Carlton Academy	5
Lincoln Ermine Primary Academy	5
Lincoln Hartsholme Academy	5
Lincoln Leslie Manser Primary School	4
Lincoln Manor Leas Junior School	6
Lincoln Monks Abbey Primary School	5
Lincoln Our Lady of Lincoln Catholic Primary School	4
Lincoln Sir Francis Hill Community Primary School	5
Lincoln St Faith and St Martin Church of England Junior School	5
Lincoln St Giles Academy	5
Lincoln St Hugh's Catholic Primary School	4
Lincoln St Peter at Gowts Church of England Primary School	4
Lincoln The Meadows Primary School	5
Lincoln Westgate Academy	8
Navenby Church of England Primary School	4
Nettleham Church of England Voluntary Aided Junior School	5
Nocton Community School	2
<i>continued on next page ...</i>	

<i>... from previous page</i>	
North Hykeham All Saints Church of England Primary School	4
North Hykeham Fosse Way Academy	6
North Hykeham Ling Moor Academy	5
North Scarle Primary School	2
Potterhanworth Church of England Primary School	3
Reepham Church of England Primary School	4
Saxilby Church of England Primary School	5
Scampton Church of England Primary School	3
Scampton Pollyplatt Primary School	3
Scothern Ellison Boulters Church of England Primary School	4
Skellingthorpe St Lawrence Church of England Primary School	4
Skellingthorpe The Holt Primary School	4
South Hykeham Community Primary School	3
Swinderby All Saints Church of England Primary School	3
The Priory Witham Academy	5
Thorpe on the Hill St Michael's Church of England Primary School	3
Waddington All Saints Primary School	5
Waddington Redwood Primary School	4
Washingborough Academy	4
Welbourn Church of England Primary School	3
Witham St Hughs Academy	5
Other Primary School*	4
<p>* 'Other Primary School' is used to represent the schools attended by applicants who do not attend any of the 51 schools above, and is used in paragraph 14 as the 52<sup>nd</sup> school for the purposes of these arrangements.</p>	

## **APPLICATIONS TO THE SIXTH FORM**

20 The sixth form at The Priory Academy LSST offers a wide range of A level and vocational courses at Level 3. All applicants for places in the sixth form must satisfy the academic entry requirements of The Priory Academy LSST.

21 For all Level 3 courses we normally expect students to have achieved GCSE grades from their best English and their mathematics courses that 'total' at least 9. For example, a student achieving a grade 5 in English Language and a grade 4 in mathematics would meet this requirement. In addition, each course has subject-specific GCSE requirements that we expect students to meet. These are published in the sixth-form prospectus each year. Academic entry requirements and subject-specific requirements are the same for internal and external applicants.

22 We discuss with each applicant the best match of course to their subject background. Further information for individual subjects can be found in the academy's sixth form prospectus (<https://www.priorylsst.co.uk/page/?title=Prospectus&pid=104>). We expect any students who have not achieved a GCSE grade 4 in each of English and

mathematics to take or retake the relevant course so that they have achieved this standard in both subjects by the time they leave the sixth form.

### **Process of application**

23 Dates for applications for entry to Year 12, and for acceptances and refusals, will be published in the academy's sixth form prospectus. You make applications directly to the academy.

### **Admission criteria for Year 12**

24 The Priory Academy LSST will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

### **Oversubscription criteria for Year 12**

25 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

26 After the admission of pupils with EHC plans or statements, the criteria below will be applied in the order in which they are set out:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children
- b. students wishing to study the academy's specialist subjects (science and technology subjects)

*Where the application of criterion 26b leaves more students than places, then the 'total' of students' grades in GCSE examinations will be taken into account, in order, starting with the highest score. In the case of tied 'totals', then the distance from home to the academy will be used as in paragraph 26c below;*

- c. a student who lives nearest to the academy measured by the straight-line distance from the academy's main entrance to the Post Office address point of the child's home.

*In the event that two or more applicants under criterion 26c live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person*

27–31 Not used

## **ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR**

32 The academy will consider all applications to year groups in which the academy provides education. If the year group applied for contains fewer pupils than the published admission number (PAN) for the normal intake year for this year group, the academy will admit the child. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered places.

33 You should make these applications through Lincolnshire County Council or directly to the academy. You can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030.

34 Not used

## **ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP**

35 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

## **CHILDREN OF UK MILITARY PERSONNEL**

36 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal

address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)

- b) accepting a Unit postal address, quartering area address or confirmed future residential home address for admissions purposes for a child of service personnel or Crown Servants moving to the area.

### **OPERATION OF WAITING LISTS**

37 The academy will operate a waiting list until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. Children's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above. The waiting list for entry to the Year 7 is managed by Lincolnshire local authority's School Admissions Team from 1 March until the end of August each year.

38 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

39 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point.

### **RIGHT OF APPEAL**

40 Parents or carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

### **FAIR ACCESS PROTOCOL**

41 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list.

### **CONCERNS ABOUT APPLICATIONS**

42 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is

found that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.

## **DEFINITIONS**

### ***Looked after children***

43 *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.*

44 *Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).*

45 *Previously looked after children includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*

46 *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.*

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

### ***Siblings***

48 *A sibling is defined as:*

- *a natural brother or sister, whether or not a resident in the same household*
- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)*
- *any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.*

### ***The position of twins and siblings in the same year group***

49 *In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where there is only one place available, the application will be considered together as one application.) The academy will then exceed its published admission number.*

### ***Distance***

50 Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance to the academy on Cross O' Cliff Hill, Lincoln).

**Home address**

51 This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.

52 In the case of a child who normally lives during the school week with more than one parent at different addresses, or if a family has more than one home, we will take as the home address the address where your child normally live for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

**Staff**

53 Staff means an employee of the Priory Federation of Academies Trust who is deployed for the majority of his or her working time at The Priory Academy LSST.

**'Total' of GCSE grades**

54 This is the total of the numbered grades that are awarded at the end of GCSE courses, including the equivalent number when converted from other qualifications.



# THE PRIORY RUSKIN ACADEMY

## ADMISSION ARRANGEMENTS for 2021

1 The admission authority for the Priory Ruskin Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 9 December 2019. They form part of the Trust’s admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

2 The Trust will consider all applications for places at The Priory Ruskin Academy. Where we receive fewer applications than the published admission number in the relevant year group, the Trust will offer places to all those who have applied.

### **ADMISSION NUMBER**

3 The Priory Ruskin Academy will have the following agreed admission numbers for the year 2021/2022 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 210 places in Year 7
- b) 20 places in Year 12, in addition to those for students from the Priory Ruskin Academy who wish to stay on into the sixth form.

### **FINDING YOUR WAY ROUND THESE ADMISSION ARRANGEMENTS**

4 For secondary school places in Year 7 please go to paragraphs 5 – 17.  
For places in the sixth form please go to paragraphs 18 - 24.

Then, for important information for all age groups, please go to paragraphs 25 – 46.

### **APPLICATIONS TO YEAR 7**

#### **Process of application**

5 You make applications for places in Year 7 through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

6 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: [www.lincolnshire.gov.sch.uk/schooladmissions](http://www.lincolnshire.gov.sch.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through the local authority in which they live.

7 The Priory Ruskin Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:

- a) By 1 September – The Priory Ruskin Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2020 for admission in September 2021). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of October – The Priory Ruskin Academy will provide opportunities for parents to visit the academy.
- c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.
- d) Between 1 November and 28 February –
  - the local authority sends application information to the academy for consideration by the Trust
  - the Priory Ruskin Academy sends a list of pupils to be offered places by the Trust to local authority.
- e) 1 March - the relevant local authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code.

### **Admission criteria for Year 7**

8 The Priory Ruskin Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

### **Admissions through aptitude for sport or visual arts in Year 7**

9 The Priory Ruskin Academy will admit up to 11 pupils to Year 7 on the basis of their aptitude for sport and up to 10 pupils on the basis of their aptitude for the visual arts. These numbers may vary from year to year but the total number of places offered on the basis of aptitude will not exceed 21. Parents who wish to seek a place at the academy for their child based on aptitude for sport or visual arts should present their child for assessment. For sport, the assessment is based on nationally recognised activities focusing on skill, power, stamina and agility, and is not linked to current success in any particular sport. For visual arts, a portfolio of recent work is assessed, focusing on creativity.

10 The assessment takes place in July of the summer term before applications are made (that is, when the child is towards the end of Year 5). The date of the assessment is available from the Priory Ruskin Academy.

11 Parents who wish their child to take the assessment should request, complete and return the assessment application form, which is available from the academy at least one week before the assessment.

12 Taking the assessment is not an application in itself. The Trust will only consider applications for admission through aptitude assessments when the Common Application Form has been received by the local authority and the academy has been notified, confirming that an application has been made.

13 The Trust will only consider those applicants who achieve a minimum standard in the assessment for the places available on the basis of aptitude for sport or visual arts. Parents will automatically be notified of the outcome of the assessment and whether or not their child has met the minimum standard for consideration for an aptitude place.

### **Other admissions to Year 7**

14 The Trust will offer the other places to applicants living within five concentric zones centred on the academy. Each applicant will be allocated to a zone using the straight-line distance from their home to the academy. The zones take into account the number of applications to the academy living in each zone for admission in the school year during which these arrangements are agreed, and recognise that few students travel long distances to the academy. The following proportions will be used for each zone:

- zone 1: living less than 1 mile from the academy – 31%
- zone 2: living 1 mile or more but less than 1.5 miles – 27%
- zone 3: living 1.5 miles or more but less than 2 miles – 17%
- zone 4: living 2 miles or more but less than 8 miles – 16%
- zone 5: living 8 miles or more from the academy – 9%

### **Oversubscription criteria for Year 7**

15 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

16 After the admission of pupils with EHC plans or statements, the criteria below will be applied for the remaining places, in the order in which they are set out:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children
- b. applicants who achieve the minimum standards needed for admission on the basis of aptitude for sport or visual arts

*In the event that more than 11 applicants achieve the minimum standard in sport, the 11 places will be offered to the applicants with the highest scores in the assessment. In the event that more than 10 applicants achieve the minimum standard in visual arts, the 10 places will be offered to the applicants with the highest scores in the assessment. If at any point there are more applicants than places on the basis of aptitude in either specialism because their scores are tied, priority will be given to children living closest to the academy, using paragraph 16f. Any remaining applicants will then be considered along with all other applicants using the criteria in paragraphs 16c to 16f below.*

*In the event that fewer than 11 (sport) or 10 (visual arts) applicants achieve the minimum standard, they will all be admitted and the remaining places in that specialism will then be made available to applicants for the other specialism. If fewer than a total of 21 places are awarded to applicants who meet the minimum standard in either assessment, the places will be made available to other applicants using the criteria in paragraph 16c to 16f below.*

- c. the remaining places will be allocated for each of the zones 1 to 5 in paragraph 13, using the percentages stated and in the order zones 1 to 5.

*In the event of more applications than places in any zone, then criteria 16d to 16f below will be used to allocate places. In each zone, if there are fewer applications than places, all applicants will be admitted and the remaining places, together with any places remaining in other zones at the end of the process, will be allocated at random to all remaining applicants from all zones by an independent person.*

- d. siblings of pupils who are on the roll of the academy at the time of the application
- e. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application

*In the event of more applicants than places under criteria 16d and 16e above, children living nearest to the academy have priority, using criterion 16f.*

- f. children who live nearest to the academy measured by the straight-line distance from the Post Office address point of the academy's main entrance to the Post Office address point of the child's home.

*In the event that two or more applicants under criterion 16f live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person*

- 17 Children of staff recruited after 1<sup>st</sup> March in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

## **APPLICATIONS TO THE SIXTH FORM**

18 The sixth form at the Priory Ruskin Academy offers a wide range of A level and BTEC courses at Level 3. All applicants for places in the sixth form must satisfy the academic entry requirements of The Priory Ruskin Academy.

19 For Level 3 academic courses (A levels) we normally expect students to have achieved at least a GCSE grade 4 in each of English and mathematics. For Level 3 applied courses (BTEC) we normally expect students to have achieved GCSE grades from their best English and their mathematics courses that 'total' 7. For example a grade 4 in English and a grade 3 in mathematics would meet this requirement. In addition, each course has subject-specific GCSE requirements that we expect students to meet. These are published in the sixth-form prospectus each year. Academic entry requirements and subject-specific requirements are the same for internal and external applicants.

20 We discuss with each applicant the best match of course to their subject background. Further information for individual subjects can be found in the academy's sixth form prospectus (<https://www.prioryruskin.co.uk/page/?title=Prospectus&pid=109>).

### **Process of application**

21 Dates for applications for entry to Year 12, and acceptances and refusals, will be published in the academy's sixth form prospectus. You make applications directly to the academy.

### **Admission criteria for Year 12**

22 The Priory Ruskin Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

### **Oversubscription criteria for Year 12**

23 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

24 After the admission of pupils with EHC plans or statements, the criteria below will be applied in the order in which they are set out below:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children
- b. students wishing to study the academy's specialist subjects (sport and visual arts subjects)

*Where the application of this criterion still leaves more students than places, then the 'total' of students' grades in GCSE examinations will be taken into account, in order, starting with the highest. In the case of tied totals, then the distance from home to the academy will be used as in paragraph 24c below.*

- c. a student who lives nearest to the academy measured by the straight-line distance from the Post Office address point of the academy's main entrance to the Post Office address point of the child's home.

*In the event that two or more applicants under criterion 24c live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person,*

### **ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR**

25 The academy will consider all applications to year groups in which the academy provides education. If the year group applied for contains fewer pupils than the published admission number (PAN) for the normal intake year for this year group, the academy will admit the child. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered places.

26 You should make these applications through Lincolnshire County Council or directly to the academy. You can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030.

### **ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP**

27 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. In addition to completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

### **CHILDREN OF UK MILITARY PERSONNEL**

28 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address, quartering area address or confirmed future residential home address for admissions purposes for a child of service personnel or Crown Servants moving to the area.

### **OPERATION OF WAITING LISTS**

29 The academy will operate a waiting list until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. Children's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above. The waiting list for entry to the Year 7 is managed by Lincolnshire local authority's School Admissions Team from 1 March until the end of August each year.

30 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

31 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point.

### **RIGHT OF APPEAL**

32 Parents or carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

### **FAIR ACCESS PROTOCOL**

33 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the



most vulnerable children, are offered a place at a suitable school as quickly as possible. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list.

## **CONCERNS ABOUT APPLICATIONS**

34 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.

## **DEFINITIONS**

### ***Looked after children***

35 *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.*

36 *Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).*

37 *Previously looked after children includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*

38 *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.*

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

### ***Siblings***

40 *A sibling is defined as:*

- *a natural brother or sister, whether or not a resident in the same household*
- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)*
- *any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.*

### ***The position of twins and siblings in the same year group***

41 *In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where there is only one place available, the application will be considered together as one application.) The academy will then exceed its published admission number.*

### ***Distance***

42 *Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance to the academy on Rushcliffe Road, Grantham).*

### ***Home address***

43 *This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.*

44 *In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.*

### ***Staff***

45 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the majority of their working time at the Priory Ruskin Academy.*

### ***'Total' of GCSE grades***

46 *This is the total of the numbered grades that are awarded at the end of GCSE courses, including the equivalent number when converted from other qualifications.*

# WADDINGTON REDWOOD PRIMARY ACADEMY

## ADMISSION ARRANGEMENTS for 2021

1 The admission authority for Waddington Redwood Primary Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 9 December 2019. They form part of the Trust’s admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

2 The Trust will consider all applications for places at Waddington Redwood Primary Academy. Where we receive fewer applications than the published admission number in the relevant year group, we will offer places to all those who have applied.

### **ADMISSION NUMBER**

3 Waddington Redwood Primary Academy will have the following agreed admission number for the year 2021/2022 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 45 pupils in the Reception Year (age 5)

### **APPLICATIONS TO THE RECEPTION YEAR (age 5)**

#### **Process of application**

4 You make applications for places in the Reception Year at the academy through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

5 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: [www.lincolnshire.gov.sch.uk/schooladmissions](http://www.lincolnshire.gov.sch.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through the local authority in which they live.

6 The academy will normally admit pupils at the beginning of the school year in which they reach the age of 5 (that is, from the September following their fourth birthday). Parents offered a place can choose to delay entry until later in the same school year, but must ensure their child begins school by the time they are of compulsory school age (the start of the term after their fifth birthday). Parents offered places from September must also take them up by the beginning of the following summer term. Parents may also request that their child takes up the place part-time until the child reaches compulsory school age. We

advise that any parent considering either option should contact the academy to discuss the arrangements, preferably before applying.

7 The academy will normally admit pupils into the designated year group for their age. The Trust will, however, consider applications from summer-born children (born after 1 April) to begin school in Year R in the following September when they are five, rather than with their designated age group. Such applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a conclusion, the academy will consider a range of evidence, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

8 Waddington Redwood Primary Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:

- a) By 1 September – Waddington Redwood Primary Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2020 for admission in September 2021). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of November – Waddington Redwood Primary Academy will provide opportunities for parents to visit the academy.
- c) By 15 January – parents complete the CAF and return it to the relevant local authority to administer
- d) Between 15 January and 15 April –
  - the local authority sends application information to the academy for consideration by the Trust
  - Waddington Redwood Primary Academy sends a list of pupils to be offered places by the Trust to local authority.

- e) 16 April - the relevant local authority will make the offers of places to parents of pupils joining primary provision on behalf of the Trust, as required by the School Admissions Code.

### **Admission criteria for the Reception Year (age 5)**

9 Waddington Redwood Primary Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) that names the academy.

### **Oversubscription criteria for the Reception Year**

10 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

11 After the admission of pupils with EHC plans, the criteria below will be applied for the remaining places, in the order in which they are set out:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children
- b. siblings of pupils who are on the roll of the academy at the time of the application
- c. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application, or who has been appointed to a vacant post for which there is a demonstrable skill shortage.
- d. children for whom the academy is the nearest state-funded school to their home address, measured by straight-line distance

*In the event of more applicants than places under criteria 11b, 11c or 11d above, children living nearest to the academy have priority, using criterion 11e.*

- e. children who live nearest to the academy measured by the straight-line distance from the Post Office address point of the academy's main entrance to the Post Office address point of the child's home

*In the event that two or more applicants under criterion 11e live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.*

### **ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR**

12 The academy will consider all applications to year groups in which the academy provides education. If the year group applied for contains fewer pupils than the published

admission number (PAN) for the normal intake year for this year group, the academy will admit the child. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered places. In the event that such an application would cause an infant class (Reception Year, Year 1 and Year 2) to be unlawfully large or would prejudice the provision of efficient education or the efficient use of resources, it may be necessary to refuse a place, even though the year group would not reach the PAN for that year group when first admitted.

13 You should make these applications through Lincolnshire County Council or directly to the academy. You can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030.

### **ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP**

14 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

### **CHILDREN OF UK MILITARY PERSONNEL**

15 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)

- b) accepting a Unit postal address, quartering area address or confirmed future residential home address for admissions purposes for a child of service personnel or Crown Servants moving to the area.

### **OPERATION OF WAITING LISTS**

16 The academy will operate a waiting list until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. A child's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above. The waiting list for entry to the Reception Year is managed by Lincolnshire local authority's School Admissions Team from 16 April until the end of August each year.

17 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

18 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point.

### **RIGHT OF APPEAL**

19 Parents and carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

### **FAIR ACCESS PROTOCOL**

20 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list.

### **CONCERNS ABOUT APPLICATIONS**

21 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.



## **DEFINITIONS**

### ***Looked after children***

22 *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.*

23 *Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).*

24 *Previously looked after children includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*

25 *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.*

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

### ***Siblings***

27 *A sibling is defined as:*

- *a natural brother or sister, whether or not a resident in the same household*
- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)*
- *any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.*

### ***The position of twins and siblings in the same year group***

28 *In the case of twins or other children from multiple births and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, including in infant classes, where it would be an exception to the infant class size limit.*

29 *In the case of more than one sibling not from a multiple birth applying to join the same year group and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, except in infant classes, where the infant class size limit still applies and only one place would be offered.*

### **Distance**

30 Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance on Redwood Drive, Waddington). The distance from home to the nearest state-funded school is measured in the same way.

### **Home address**

31 This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.

32 In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the family has more than one home, we will take as the home address the address where your child normally lives for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

### **Staff**

33 Staff means an employee of the Priory Federation of Academies Trust who is deployed for the majority of their working time at Waddington Redwood Primary Academy.

# THE PRIORY WITHAM ACADEMY

## ADMISSION ARRANGEMENTS for 2021

1 The admission authority for the Priory Witham Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 9 December 2019. They form part of the Trust’s admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: [www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

2 The Trust will consider all applications for places at The Priory Witham Academy. Where we receive fewer applications than the number of pre-school places available or the published admission number in the relevant school year group, we will offer places to all those who have applied.

### **NUMBERS OF PRE-SCHOOL PLACES**

3 The Priory Witham Academy will provide the following number of pre-school places in the school year 2021/2022 and, subject to any changes approved or required by the Secretary of State, for subsequent years.

- a) 40 pre-nursery places at any time for children who are 2 years old until the beginning of the term before their 3<sup>rd</sup> birthday
- b) 32 nursery places for children turning 3 years old, from the beginning of the term before their 3<sup>rd</sup> birthday until the end of the school year before their 4<sup>th</sup> birthday
- c) 39 pre-reception places for children turning 4 years old, from the beginning of the school year during which they are 4 to the end of that school year.

4 The academy admits more children than the number of places available because many children attend for part of the school week. It is not possible to state how many part-time or full-time children are admitted to each stage of the pre-school provision. This is because the number of places available at any time depends on how many children have already been admitted, how long they stay and whether they attend full-time or part-time. The academy also has to stay within permitted staffing ratios.

### **ADMISSION NUMBERS FOR SCHOOL PLACES**

5 The Priory Witham Academy will have the following agreed admission numbers for the school year 2021/2022 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 60 pupils in the Reception Year (age 5 during the Reception Year)
- b) 30 pupils in Year 7 (the Year 7 group will therefore have up to 90 pupils, including the pupils entitled to transfer automatically from Year 6)
- c) 10 places in Year 12, in addition to those for students from the Priory Witham Academy who wish to stay on into the sixth form.

## **FINDING YOUR WAY ROUND THESE ADMISSION ARRANGEMENTS**

- 6 For pre-school places (age 2 to 4) please go to paragraphs 7 – 16  
For primary school places in the Reception Year please go to paragraphs 17 – 25  
For secondary school places in Year 7 please go to paragraphs 26 – 32.  
For places in the sixth form please go to paragraphs 33 - 39.

Then, for important information for all age groups, please go to paragraphs 40 – 63.

## **APPLICATIONS FOR PRE-SCHOOL PLACES (ages 2 to 4)**

### **Process of application**

7 You make applications for pre-school places directly to the academy. This is because admissions to pre-school education are subject to separate admission arrangements from those for the rest of the academy. The academy offers free (funded) places (15 or 30 hours per week) for eligible children, and paid-for places. You can find a more detailed document giving the full range of types of places available on the academy's website (<https://www.priorywitham.co.uk/page/?title=Admissions&pid=1406>) and as a printed copy from the academy.

8 Accepting a place in any part of the pre-school provision does not guarantee a place in the Reception Year (age 5) at the Priory Witham Academy or at any other school. A separate application must be made for a school place in the Reception Year, using the local authority's coordinated scheme, when the child is about to reach compulsory school age.

9 The number of places available in any age group in the academy's pre-school provision depends on how many children of that age are already enrolled at the academy at the time of admission. Applications for places for pre-school provision can be made at any time after a child's birth. Children take up pre-nursery places after they are 2 years old. Children take up nursery places at the beginning of the term in which they reach the age of 3. Children take up places in the pre-Reception class at the beginning of the school year in which they reach the age of 4.

10 If a place in the right age group is available when you apply, we will admit your child. If a place is not immediately available, your child's name is placed on a waiting list. The academy will keep a waiting list for the whole year in each of the age groups in which it provides pre-school places.

11 If a parent of a child already on the academy's roll wishes to increase the number of hours, and those hours are not immediately available, then the child will need to go onto the waiting list for the additional hours. The child remains on roll with her or his current provision, but need to be considered alongside other applicants for the additional hours.

12 A child's position on a waiting list is determined only by the oversubscription criteria, irrespective of the time the child has been on the waiting list. Each waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or a child leaves the waiting list.

### **Admission criteria for pre-school places**

13 The Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) that names the academy.

### **Oversubscription criteria for pre-school places**

14 Where the number of applications for admission is greater than the number of places available, the Trust will consider applications against the criteria set out below.

15 After the admission of pupils with EHC plans, the criteria below will be applied for the remaining places, in the order in which they are set out:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children
- b. children where recognised professional opinion, including medical reasons, shows that a child's circumstances present a particularly strong case for taking in the child, and that opinion is accepted by the academy.
- c. ***for two-year olds only*** children who are entitled to early years funding for two-year-olds
- d. siblings of pupils who are on the roll of the academy at the time of the application
- e. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application

*In the event of more applicants than places under criteria 15b, 15c, 15d or 15e above, children living nearest to the academy have priority, using criterion 15f.*

- f. children who live nearest to the academy measured by the straight-line distance from the Post Office address point of the academy's main entrance to the Post Office address point of the child's home.

*In the event that two or more applicants under criterion 15f live the same straight-line distance from the school, the place or places will be allocated at random by an independent person*

16 Children of staff recruited after 16<sup>th</sup> April in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

## **APPLICATIONS TO THE RECEPTION YEAR (age 5)**

### **Process of application**

17 You make applications for places in the Reception Year at the academy through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

18 Parents resident in Lincolnshire can apply online through Lincolnshire County Council's website: [www.lincolnshire.gov.sch.uk/schooladmissions](http://www.lincolnshire.gov.sch.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through the local authority in which they live.

19 The academy will normally admit pupils at the beginning of the school year in which they reach the age of 5 (that is, from the September following their fourth birthday). Parents offered a place can choose to delay entry until later in the same school year, but must ensure their child begins school by the time they are of compulsory school age (the start of the term after their fifth birthday). Parents offered places from September must also take them up by the beginning of the following summer term. Parents may also request that their child takes up the place part-time until the child reaches compulsory school age. We advise that any parent considering either option should contact the academy to discuss the arrangements, preferably before applying.

20 The academy will normally admit pupils into the designated year group for their age. It will, however, consider applications from summer-born children (born after 1 April) to begin school in Year R in the following September when they are five, rather than with their designated age group. In addition to completion of the CAF, these applications must be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a conclusion, the academy will consider a range of evidence, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely

- the views of the headteacher.

21 The Priory Witham Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:

- a) By 1 September – The Priory Witham Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2020 for admission in September 2021). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of November – The Priory Witham Academy will provide opportunities for parents to visit the academy.
- c) By 15 January – parents complete the CAF and return it to the relevant local authority to administer
- d) Between 16 January and 15 April –
  - the local authority sends application information to the academy for consideration by the Trust
  - the Priory Witham Academy sends a list of pupils to be offered places by the Trust to the local authority.
- e) 16 April - the relevant local authority will make the offers of places to parents of pupils joining primary provision on behalf of the Trust, as required by the School Admissions Code.

#### **Admission criteria for the Reception Year (age 5)**

22 The Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) that names the academy.

#### **Oversubscription criteria for the Reception Year**

23 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

24 After the admission of pupils with EHC plans, the criteria below will be applied for the remaining places, in the order in which they are set out:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children



- b. siblings of pupils who are on the roll of the academy at the time of the application
- c. children eligible for the early years pupil premium, the pupil premium or the service premium who are in a pre-school class in the Priory Witham Academy
- d. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application

*In the event of more applicants than places under criteria 24b, 24c or 24d above, children living nearest to the academy have priority, using criterion 24e.*

- e. children who live nearest to the academy measured by the straight-line distance from the Post Office address point of the academy's main entrance to the Post Office address point of the child's home.

*In the event that two or more applicants under criterion 24e live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person*

25 Children of staff recruited after 16<sup>th</sup> April in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

### **APPLICATIONS TO YEAR 7 (age 11)**

#### **Process of application**

26 You make applications for places in Year 7 through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

27 Parents resident in Lincolnshire can apply online through Lincolnshire County Council's website: [www.lincolnshire.gov.sch.uk/schooladmissions](http://www.lincolnshire.gov.sch.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through the local authority in which they live.

28 The Priory Witham Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:

- a) By 1 September – The Priory Witham Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2020 for admission in September 2021). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of October – The Priory Witham Academy will provide opportunities for

parents to visit the academy.

- c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.
- d) Between 1 November and 28 February –
  - the local authority sends application information to the academy for consideration by the Priory Federation of Academies Trust (“the Trust”).
  - The Priory Witham Academy sends a list of pupils to be offered places by the Trust to local authority.
- e) 1 March - the relevant local authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code.

### **Admission criteria for Year 7 (age 11)**

29 The Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

### **Oversubscription criteria for Year 7**

30 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

31 After the admission of pupils with EHC plans or statements, the criteria below will be applied for the remaining places in the order in which they are set out:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children
- b. siblings of pupils who are on the roll of the academy at the time of the application
- c. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application

*In the event of more applicants than places under criteria 31b or 31c above, children living nearest to the academy have priority, using criterion 31d.*

- d. children who live nearest to the academy measured by the straight-line distance from the Post Office address point of the academy’s main entrance to the Post Office address point of the child’s home.

*In the event that two or more applicants under criterion 31d live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person*

32 Children of staff recruited after 1<sup>st</sup> March in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

### **APPLICATIONS TO THE SIXTH FORM**

33 The Priory Witham Academy offers a wide range of sixth-form courses at Level 3 (for example A level or BTEC) and some at Level 2 (for example GCSE and City and Guilds). All applicants for places in the sixth form must satisfy the academic entry requirements of The Priory Witham Academy.

34 For Level 3 courses we normally expect students to have achieved a grade 4 or above in both English and mathematics, and normally a grade 5 or its equivalent in a subject relevant to each preferred course. There are no minimum grade requirements for Level 2 courses. Academic entry requirements and subject-specific requirements are the same for internal and external applicants. Exceptionally, we may offer a place to an applicant for a Level 3 course who has not achieved a grade 4 in either English or mathematics.

35 We discuss with each applicant the best match of course to their subject background. Further information for individual subjects can be found in the academy's sixth form prospectus:

<https://www.priorywitham.co.uk/attachments/download.asp?file=2740&type=pdf>.

### **Process of application**

36 Dates for applications for entry to Year 12, and acceptances and refusals, will be published in the academy's sixth form prospectus. You make applications directly to the academy.

### **Admission criteria for Year 12**

37 The Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

### **Oversubscription criteria for Year 12**

38 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

39 After the admission of pupils with EHC plans or statements, the criteria below will be applied in the order in which they are set out:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children
- b. students wishing to study the academy's specialist subjects (performing arts, and business and enterprise)

*Where the application of this criterion still leaves more students than places, then the 'total' of students' grades in GCSE examinations will be taken into account, in order, starting with the highest. In the case of tied totals, then the distance from home to the academy will be used as in criterion 39c below.*

- c. a student who lives nearest to the academy measured by the straight-line distance from the Post Office address point of the academy's main entrance to the Post Office address point of the child's home.

*In the event that two or more applicants under criterion 39c live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.*

#### **ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR**

40 The academy will consider all applications to year groups between the Reception Year and Year 13 inclusive and, if the year group applied for contains fewer pupils than the published admission number (PAN) for the normal intake year for this year group, the academy will admit the child. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered places.

41 You should make these applications through Lincolnshire County Council or directly to the academy. You can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Sixth form applications, however, must be made directly to the academy.

#### **ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP**

42 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take account of:

- the parent's views

- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

### **CHILDREN OF UK MILITARY PERSONNEL**

43 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address, quartering area address or confirmed future residential home address for admissions purposes for a child of service personnel or Crown Servants moving to the area.

### **OPERATION OF WAITING LISTS**

44 The academy will operate a waiting list until 31 December each year for all unsuccessful applicants for each year group from the Reception Year to Year 13. Waiting lists for pre-school places are held open for the whole of the school year. Children's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above. The waiting lists for entry to the Year R and Year 7 are managed by Lincolnshire local authority's School Admissions Team from 16 April (Year R) and 1 March (Year 7) until the end of August each year.

45 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

46 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point.

## **RIGHT OF APPEAL**

47 Parents or carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel. This right of appeal applies to applications for admission from the age of 5 (Reception) upward. The appeal panel is set up under the School Admission Appeals Code. Appeals related to pre-school admissions are heard by a panel set up by the academy's local governing body. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

## **FAIR ACCESS PROTOCOL**

48 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list.

## **CONCERNS ABOUT APPLICATIONS**

49 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.

## **DEFINITIONS**

### ***Looked after children***

50 *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.*

51 *Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).*

52 *Previously looked after children includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*

53 *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.*

54 *Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).*

### **Admission to pre-school places on social or medical grounds**

55 *When applying for a pre-school place on social or medical grounds you should supply a supporting letter from an appropriate professional such as a social worker, doctor or consultant. The supporting letter should set out the particular reasons why the academy is the most suitable school for your child and the difficulties that would be caused if your child had to attend another school.*

### **Siblings**

56 *A sibling is defined as:*

- *a natural brother or sister, whether or not a resident in the same household*
- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)*
- *any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.*

### **The position of twins and siblings in the same year group**

57 *In the case of twins or other children from multiple births and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, including in infant classes, where it would be an exception to the infant class size limit.*

58 *In the case of more than one sibling not from a multiple birth applying to join the same year group and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, except in infant classes, where the infant class size limit still applies and only one place would be offered.*

### **Distance**

59 *Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team from the Post Office address point of the child’s home to the Post Office address point of the academy (the gate at the main entrance to the academy on De Wint Avenue, Lincoln).*

### **Home address**

60 *This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts*



*etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.*

61 *In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.*

**Staff**

62 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the majority of their working time at the Priory Witham Academy.*

**'Total' of GCSE grades**

63 *This is the total of the numbered grades that are awarded at the end of GCSE courses, including the equivalent number when converted from other qualifications.*