

THE PRIORY FEDERATION OF ACADEMIES

ADMISSION POLICY 2018

APPLICATION

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

The Priory Academy LSST
The Priory City of Lincoln Academy
The Priory Ruskin Academy
The Priory Witham Academy.

2 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.

3 The Trust determined the admissions policy on 5 December 2016. The policy includes the admission arrangements for each of the four Academies, which are set out separately.

PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

4 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 admission arrangements in that Academy were consulted upon 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.

5 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.

6 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

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

8 The Trust will consider comments made by those consulted in accordance with paragraph 5, including any requests to amend the proposed admissions number, before determining the admissions arrangements for the Academy.

9 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 5 what has been determined within 14 days of that decision being made.

Representations about admission arrangements

10 Where the Trust has determined the admission arrangements for any of its Academies and notified all relevant consultees listed in paragraph 5, 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

11 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 5.

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

13 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.

14 The published admission arrangements for each Academy will set out:

- a) the name and address of the Academy and contact details;
- b) a summary of the admissions policy for all relevant age groups, including full oversubscription criteria;



d) arrangements for hearing appeals.

15 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 CITY OF LINCOLN ACADEMY

ADMISSION ARRANGEMENTS 2018

ADMISSION NUMBER

1 The Priory City of Lincoln Academy will have the following agreed admission numbers for the year 2018/2019 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.

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

3 The Trust aims to remove 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 or quartering area address for admissions purposes for a service child.

APPLICATIONS TO YEAR 7

Process of application

4 Applications for places in Year 7 at the Academy will be made in accordance with the co-ordinated admission arrangements in the local authority area in which the prospective pupil lives and will be made on the relevant Common Application Form (CAF) provided and administered by the relevant local authority.

5 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 2017 for admission in September 2018). 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 – CAF to be completed and returned to the relevant local authority to administer. Parents resident in Lincolnshire can apply online at www.lincolnshire.gov.sch.uk/schooladmissions. They 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.
- d) By 30 November – the local authority sends application information to the Academy for consideration by the Priory Federation of Academies Trust (“the Trust”).
- e) By 10 January – The Priory City of Lincoln Academy sends a list of pupils to be offered places by the Trust to local authority.
- f) By 10 February – the Lincolnshire local authority applies the agreed scheme for its own schools, informing other local authorities of offers to be made to their residents.
- g) 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..

6 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 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.

7 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.

8 Taking the assessment is not an application in itself. Applications for admission through aptitude assessments will only be considered 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.

9 Only those applicants achieving a minimum standard in the assessment will be considered for the places available on the basis of aptitude for sport. Parents who wish to know whether their child has met the minimum standard for consideration for an aptitude place can request that information, prior to application, from the Academy.

Oversubscription criteria for Year 7

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

11 The Priory City of Lincoln Academy will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs that names the Academy.

12 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 below:

- 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 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. Any remaining applicants will then be considered along with other applicants using the criteria in paragraphs 12c to 12f 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 12c to 12f 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 12c and 12d above, children living nearest to the school have priority, using criterion 12e.

- e. children who live nearest to the Academy as the crow flies 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 12e live the same straight-line distance from the school, the place or places will be allocated at random by an independent person

- f. as allowed under the School Admissions Code, children of staff in shortage areas recruited after 1st March in the year of admission may be considered as exceptional admissions.

APPLICATIONS TO THE SIXTH FORM

13 All applicants for places in the sixth form must satisfy the academic entry requirements of The Priory City of Lincoln Academy, which are detailed in the Sixth Form Prospectus. The Priory City of Lincoln Academy will also publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. Entry requirements and specific criteria are the same for internal and external applicants.

Process of application

14 Dates for applications for entry to Year 12, and acceptances and refusals, will be published in the Academy's sixth form prospectus. Applications are made directly to the Academy.

Oversubscription criteria for Year 12

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

16 The Priory City of Lincoln Academy will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs that names the Academy.

17 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, or previously looked after children, sometimes referred to as children in public care
- 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 18c below.

- c. a student who lives nearest to the Academy as the crow flies 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 17c live the same straight-line distance from the school, 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

18 The Academy will consider all applications to year groups in which the school 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.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

19 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. 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 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.

OPERATION OF WAITING LISTS

20 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.

21 Where places become vacant they will be allocated 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 or someone leaves the waiting list.

RIGHT OF APPEAL

22 There will be 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

23 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.

CONCERNS ABOUT APPLICATIONS

24 As the admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to 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

25 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.

26 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).

27 This 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).

28 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.

29 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

30 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 of 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

31 *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

32 *The school uses the Lincolnshire County Council measuring system, measuring in a straight line from the post office address point of the child's home to the post office address point of the school (the gate at the main entrance to the academy on Skellingthorpe Road, Lincoln).*

Home address

33 *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.*

34 *In the case of a child who normally lives during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the school. If a 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.*

THE PRIORY ACADEMY LSST

ADMISSION ARRANGEMENTS 2018

ADMISSION NUMBER

1 The Priory Academy LSST will have the following published admission numbers for the year 2018/2019 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

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

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

3 The Trust aims to remove 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 or quartering area address for admissions purposes for a service child.

APPLICATIONS TO YEAR 7

Process of application

4 Applications for places in Year 7 at the Academy will be made in accordance with the co-ordinated admission arrangements in the local authority area in which the prospective pupil lives and will be made on the relevant Common Application Form (CAF) provided and administered by the relevant local authority.

5 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 2017 for admission in September 2018). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy. The Priory Academy LSST will also provide information to the Lincolnshire local authority for inclusion in its composite admissions handbook.

- b) By the end of October – The Priory Academy LSST will provide opportunities for parents to visit the Academy.
- c) By 31 October – CAF to be completed and returned to the relevant local authority to administer. Parents resident in Lincolnshire can apply online at www.lincolnshire.gov.sch.uk/schooladmissions. They 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.
- d) By 30 November – the local authority sends application information to the Academy for consideration by the Priory Federation of Academies Trust (“the Trust”).
- e) By 10 January – The Priory Academy LSST sends a list of pupils to be offered places by the Trust to local authority.
- f) By 10 February – the Lincolnshire local authority applies the agreed scheme for own schools, informing other local authorities of offers to be made to their residents.
- g) 1 March - the relevant Local Authority will make the offers of places made to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code.

Admissions through aptitude for technology in Year 7

6 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, instead of or in addition to an application for an allocated place, should present their child for assessment. 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.

7 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.

8 Taking the assessment is not an application in itself. Applications for admission through aptitude assessments will only be considered 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.

9 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 who wish to know whether their child has met the minimum standard for consideration for an aptitude place can request that information, prior to application, from the Academy.

Other admissions to Year 7

10 For other places, the academy will allocate two places for pupils at each of the 50 primary schools listed below in paragraph 16. The academy will also allocate two places to the group of applicants not attending any of the 50 primary schools; for the purposes of these arrangements these applicants will be treated as if they attended a 51st school named 'Other Primary School'. The remaining places are then divided on a pro-rata basis and allocated to the 51 primary schools to give each of the 51 schools an allocation for that year. Applications from pupils at each of the 51 primary schools are then treated separately.

11 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 50 schools named in paragraph 16. 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.

12 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 16 that is closest to their home address.

Oversubscription criteria for Year 7

13 Where the number of applications for admission is greater than the published admission number, applications for the Academy will be considered by the Trust against the criteria set out below.

14 The Priory Academy LSST will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs that names the Academy.

15 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, 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. Any remaining applicants will then be considered along with other applicants using the criteria in paragraphs 15c to 15f 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 15c to 15f below.

- c. for each of the 50 primary schools listed below in paragraph 16 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, the criteria from d) 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 awarded 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

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

- f. children who live nearest to the Academy as the crow flies 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

- g. as allowed under the School Admissions Code, children of staff in shortage areas recruited after 1st March in the year of admission may be considered as exceptional admissions.

16 The 50 primary schools referred to above are:
(Allocated places correct for September 2018 entry. Figures for September 2019 entry to be confirmed).

| Name of school | Number of Allocated Places |
|---|----------------------------|
| Bassingham Primary School | 4 |
| Bracebridge Heath St John's Primary School | 6 |
| 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 | 3 |
| Eagle Community Primary School | 3 |
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|--|---|
| Fiskerton Church of England Primary School | 3 |
| Harby Queen Eleanor Primary School | 3 |
| Heighington Millfield Primary Academy | 4 |
| Ingham Primary School | 3 |
| Lincoln Birchwood Junior School | 6 |
| Lincoln Bishop King Church of England Community Primary School | 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 | 6 |
| Lincoln St Giles Academy | 7 |
| 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 | 9 |
| Navenby Church of England Primary School | 4 |
| Nettleham Church of England Voluntary Aided Junior School | 6 |
| Nocton Community School | 2 |
| North Hykeham All Saints Church of England Primary School | 4 |
| North Hykeham Fosse Way Academy | 7 |
| North Hykeham Ling Moor Academy | 5 |
| North Scarle Primary School | 3 |
| Potterhanworth Church of England Primary School | 3 |
| Reepham Church of England Primary School | 4 |
| Saxilby Church of England Primary School | 4 |
| Scampton Church of England Primary School | 3 |
| Scampton Pollyplatt Primary School | 3 |
| Scothern Ellison Boulters Church of England Primary School | 5 |
| Skellingthorpe St Lawrence Church of England Primary School | 3 |
| 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 | 6 |
| 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 | 5 |
| Welbourn Church of England Primary School | 2 |
| Witham St Hughs Academy | 4 |
| Other Primary School* | 4 |

* 'Other Primary School' is used to represent the schools attended by applicants who do not attend any of the 50 schools above, and is used in paragraph 10 as the 51st school for the purposes of these arrangements.



APPLICATIONS TO THE SIXTH FORM

17 All applicants for day or boarding places in the sixth form must satisfy the academic entry requirements of The Priory Academy LSST, which are detailed in the Sixth Form Prospectus. The Priory Academy LSST will also publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. Entry requirements and specific criteria are the same for internal and external applicants.

Process of application – day places

18 Dates for applications for entry to day places in Year 12, and acceptances and refusals, will be published in the Academy's sixth form prospectus. Applications are made directly to the Academy.

Oversubscription criteria for Year 12 – day places

19 Where the number of applications for admission to day places is greater than the published admission number, applications for the Academy will be considered by the Trust against the criteria set out below.

20 The Priory Academy LSST will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs which names the Academy.

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

Where the application of criterion 21b 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 21c below;

- c. a student who lives nearest to the Academy as the crow flies 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 21c live the same straight-line distance from the school, the place or places will be allocated at random by an independent person

Process of application – boarding places

22 Dates for applications for entry to boarding places in Year 12, and

acceptances and refusals, will be published in the Academy's Sixth Form Prospectus. Applications are made directly to the Academy.

23 Applicants who meet the entry requirements for the sixth form will be interviewed to see if they are suitable for the ethos of the boarding house, and also to enable the student to determine whether Robert de Cheney House would be suitable for them. The criteria used to determine suitability are:

- Does the applicant wish to board?
- Does the applicant show evidence of self-reliance and independence, which may include experience of staying away from his/her parents/carers?
- Does the applicant show evidence of understanding and relishing the challenges of a communal life?
- Does the applicant show an understanding of the responsibilities of being a member of a boarding community?
- Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?

Oversubscription criteria for Year 12 – boarding places

24 Where the number of applications for admission to boarding places is greater than the published admissions number, applications for the Academy will be considered by the Trust against the criteria set out below.

25 The Priory Academy LSST will first accept all applicants considered suitable for boarding who have an education, health and care (EHC) plan or a statement of special educational needs which names the Academy.

26 After the admission of pupils with EHC plans or statements, the criteria below will be applied to all applicants considered suitable for boarding in the order in which they are set out below:

- a. looked after children, or previously looked after children, sometimes referred to as children in public care
- b. children of members of the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding fees
- c. children with a boarding need, allocated to the following sub-categories in order:
 - children at risk or with an unstable home environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury
 - children of key workers and Crown Servants working abroad (for example the children of charity workers, people working for voluntary service organisations, the diplomatic service or the European Union, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas.



Applicants who fall within the criteria in 26c need to submit a letter of support from an appropriate authority/employer demonstrating that the parent fulfils one of these criteria.

- d. children who are on roll at the Trust's other Academies (The Priory City of Lincoln Academy, The Priory Ruskin Academy and the Priory Witham Academy).
- e. students wishing to study the Academy's specialist subjects (science and technology subjects)
- f. other applicants.

In the event of oversubscription within each criterion 26b to 26f above, priority will first be given to those children living furthest away from the Academy within the UK; and then to children living outside the UK who live closest to the Academy. In the event that two or more applicants under criterion 26b to 26f live the same straight-line distance from the school, 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

27 The Academy will consider all applications to year groups in which the school 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.

28 Where boarding places are available within Year 13 (that is, when there are fewer than 30 boarding pupils in the year group) the Academy will admit additional pupils up to this number using the oversubscription criteria for boarding places in Year 12 set out in paragraphs 24 to 26 above.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

29 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. 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 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.

OPERATION OF WAITING LISTS

30 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.

31 Where places become vacant they will be allocated 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 or someone leaves the waiting list.

RIGHT OF APPEAL

32 There will be 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

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.

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 and to 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 *This 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 of 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

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 *The school uses the Lincolnshire County Council measuring system, measuring in a straight line from the post office address point of the child's home to the post office address point of the school (the gate at the main entrance to the academy on Cross O' Cliff Hill, Lincoln).*

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, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the school. If a 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.

THE PRIORY RUSKIN ACADEMY

ADMISSION ARRANGEMENTS 2018

ADMISSION NUMBER

1 The Priory Ruskin Academy will have the following agreed admission numbers for the year 2018/2019 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.

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

3 The Trust aims to remove 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 or quartering area address for admissions purposes for a service child.

APPLICATIONS TO YEAR 7

Process of application

4 Applications for places in Year 7 at the Academy will be made in accordance with the co-ordinated admission arrangements in the local authority area in which the prospective pupil lives and will be made on the relevant Common Application Form (CAF) provided and administered by the relevant local authority.

5 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 2017 for



admission in September 2018). 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 – CAF to be completed and returned to the relevant local authority to administer. Parents resident in Lincolnshire can apply online at www.lincolnshire.gov.sch.uk/schooladmissions. They 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.
- d) By 30 November – the local authority sends application information to the Academy for consideration by the Priory Federation of Academies Trust (“the Trust”).
- e) By 10 January – The Priory Ruskin Academy sends a list of pupils to be offered places by the Trust to local authority.
- f) By 10 February – the Lincolnshire local authority applies the agreed scheme for its own schools, informing other local authorities of offers to be made to their residents.
- g) 1 March - the relevant Local Authority will make the offers of places made to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code..

6 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. The assessment takes place 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.

7 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.

8 Taking the assessment is not an application in itself. Applications for admission through aptitude assessments will only be considered 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.

9 Only those applicants achieving a minimum standard in the assessment will be considered for the places available on the basis of aptitude for sport or visual arts.

Parents who wish to know whether their child has met the minimum standard for consideration for an aptitude place can request that information, prior to application, from the Academy.

10 Subject to the oversubscription criteria, the remaining places will be offered 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 – 31%
- zone 3: living 1.5 miles or more but less than 2 miles – 16%
- zone 4: living 2 miles or more but less than 8 miles – 16%
- zone 5: living 8 miles or more from the academy – 6%

Oversubscription criteria for Year 7

11 Where the number of applications for admission is greater than the published admission number, applications for the Academy will be considered by the Trust against the criteria set out below.

12 The Priory Ruskin Academy will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs which names the Academy.

13 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 below:

- 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 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. Any remaining applicants will then be considered along with all other applicants using the criteria in paragraphs 13c to 13f 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 13c to 13f below.

- c. the remaining places will be allocated for each of the zones 1 to 5 in paragraph 9, 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 13d to 13f 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 will be added to the places available in the next zone. If at the end of the process there are any remaining places, they will be allocated at random to remaining applicants 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 13d and 13e above, children living nearest to the school have priority, using criterion 13f.

- f. children who live nearest to the Academy as the crow flies 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 13f live the same straight-line distance from the school, the place or places will be allocated at random by an independent person

- g. as allowed under the School Admissions Code, children of staff in shortage areas recruited after 1st March in the year of admission may be considered as exceptional admissions.

APPLICATIONS TO THE SIXTH FORM

14 All applicants for places in the sixth form must satisfy the academic entry requirements of The Priory Ruskin Academy, which are detailed in the Sixth Form Prospectus. The Priory Ruskin Academy will also publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. Entry requirements and specific criteria are the same for internal and external applicants

Process of application

15 Dates for applications for entry to Year 12, and acceptances and refusals, will be published in the Academy's sixth form prospectus. Applications are made directly to the Academy.

Oversubscription criteria for Year 12

16 Where the number of applications for admission is greater than the published admission number, applications for the Academy will be considered by the Trust against the criteria set out below.

17 The Priory Ruskin Academy will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs that names the Academy.

18 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, or previously looked after children, sometimes referred to as children in public care
- 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 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 19c below.

- c. a student who lives nearest to the Academy as the crow flies 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 18c live the same straight-line distance from the school, 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

19 The Academy will consider all applications to year groups in which the school 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.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

20 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. 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 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.

OPERATION OF WAITING LISTS

21 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.

22 Where places become vacant they will be allocated 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 or someone leaves the waiting list.

RIGHT OF APPEAL

23 There will be 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

24 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.

CONCERNS ABOUT APPLICATIONS

25 As the admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to 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

26 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.

27 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).

28 This 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).

29 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.

30 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

31 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

32 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

33 The school uses the Lincolnshire County Council measuring system, measuring in a straight line from the post office address point of the child's home to the post office address point of the school (the gate at the main entrance to the academy on Rushcliffe Road, Grantham).



Home address

34 *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.*

35 *In the case of a child who normally lives during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the school. If a 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.*

THE PRIORY WITHAM ACADEMY

ADMISSION ARRANGEMENTS 2018

ADMISSION NUMBER

1 The Priory Witham Academy will have the following agreed admission numbers for the year 2018/2019 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 78 places (39 part-time morning places and 39 part-time afternoon places) in the Nursery (Foundation Stage 1 – aged 3)
- b) 60 pupils in the Reception Year (Foundation Stage 2 – aged 5)
- c) an additional 30 pupils in Year 7 (the Year 7 group will therefore have 90 pupils, including the pupils entitled to transfer automatically from Y6)
- d) 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.

2 The Trust will consider all applications for places at The Priory Witham Academy. Where fewer applications are received for the Priory Witham Academy than the published admission number in the relevant year group, places will be offered to all those who have applied.

3 The Trust aims to remove 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 or quartering area address for admissions purposes for a service child.

APPLICATIONS TO THE NURSERY (age 3)

Process of application

4 Applications for places in the Nursery at the Academy will be made to the Academy. This is because admissions to nursery education are subject to separate admission arrangements from those for the rest of the academy.

5 Attendance at a Nursery School or a Nursery Class does not guarantee a place at any school; a separate application must be made for a school place in the Reception Year (age 5) using the local authority's coordinated scheme when the child is about to reach compulsory school age.



6 The number of places available for new admissions to the nursery each year will be reduced from 78 by the number of places taken up by pupils already enrolled in the nursery part of the Academy, who will not leave the nursery at the end of the summer term before the September admission date.

7 If all those applying for places in the Nursery at the Priory Witham Academy have been given places and there are still places available, the Academy will consider children for admission whose third birthday falls between 1 September and the 31 December in the year of admission, as long as the child is three years old at the time they start the academy.

Oversubscription criteria for the Nursery (age 3)

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

9 The Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs that names the Academy.

10 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 below:

- a. looked after children, or previously looked after children, sometimes referred to as children in public care.
- b. children where recognised professional opinion, including medical reasons, shows that circumstances present a particularly strong case for taking in a child, and that opinion is accepted by the Academy.
- 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 10c or 10d above, children living nearest to the school have priority, using criterion 10e.

- e. children who live nearest to the Academy as the crow flies 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 10e live the same straight-line distance from the school, the place or places will be allocated at random by an independent person

- f. as allowed under the School Admissions Code, children of staff in shortage areas recruited after 16th April in the year of admission may be considered as exceptional admissions.

APPLICATIONS TO THE RECEPTION YEAR (age 5)

Process of application

11 Applications for places in the Reception Year at the Academy will be made in accordance with the co-ordinated admission arrangements in the local authority area in which the prospective pupil lives and will be made on the relevant Common Application Form (CAF) provided and administered by the relevant local authority.

12 The school will normally admit pupils at the beginning of the school year in which they reach the age of 5. Parents 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 may also request that their child takes up the place part-time until the child reaches compulsory school age. Any parent considering either option should contact the school to discuss the arrangements before applying.

13 The academy will normally admit pupils in to 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. 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.

14 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 2017 for admission in September 2018). 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 15 January – CAF to be completed and returned to the relevant local authority to administer. Parents resident in Lincolnshire can apply online at www.lincolnshire.gov.sch.uk/schooladmissions. They 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.
- d) By 1 February – the local authority sends application information to the Academy for consideration by the Priory Federation of Academies Trust (“the Trust”).
- e) By 28 February – The Priory Witham Academy sends a list of pupils to be offered places by the Trust to local authority.
- f) 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.

Oversubscription criteria for the Reception Year (age 5)

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

16 The Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs that names the Academy.

17 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 below:

- 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 eligible for the early years pupil premium, the pupil premium or the service premium who are in a nursery 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 17b, 17c or 17d above, children living nearest to the school have priority, using criterion 17e.

- e. children who live nearest to the Academy as the crow flies 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 17e live the same straight-line distance from the school, the place or places will be allocated at random by an independent person

- f. as allowed under the School Admission Code, children of staff in shortage areas recruited after 16th April in the year of admission may be considered as exceptional admissions.

APPLICATIONS TO YEAR 7 (age 11)

Process of application

18 Applications for places in Year 7 at the Academy will be made in accordance with the co-ordinated admission arrangements in the local authority area in which the prospective pupil lives and will be made on the relevant Common Application Form (CAF) provided and administered by the relevant local authority.

19 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:

- b) 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 2017 for admission in September 2018). 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 – CAF to be completed and returned to the relevant local authority to administer. Parents resident in Lincolnshire can apply online at www.lincolnshire.gov.sch.uk/schooladmissions. They 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.
- d) By 30 November – the local authority sends application information to the Academy for consideration by the Priory Federation of Academies Trust (“the Trust”).
- e) By 10 January – The Priory Witham Academy sends a list of pupils to be offered places by the Trust to local authority.
- f) By 10 February – the Lincolnshire local authority applies the agreed scheme for its own schools, informing other local authorities of offers to be made to their residents.

- g) 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.

Oversubscription criteria for Year 7 (age 11)

20 Where the number of applications for admission is greater than the published admission number, applications for the Academy will be considered by the Trust against the criteria set out below.

21 The Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs that names the Academy.

22 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, 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

In the event of more applicants than places under criteria 22b or 22c above, children living nearest to the school have priority, using criterion 22d.

- d. children who live nearest to the Academy as the crow flies 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 22d live the same straight-line distance from the school, the place or places will be allocated at random by an independent person

- e. as allowed under the School Admissions Code, children of staff in shortage areas recruited after 1st March in the year of admission may be considered as exceptional admissions.

APPLICATIONS TO THE SIXTH FORM

23 All applicants for places in the sixth form must satisfy the academic entry requirements of The Priory Witham Academy, which are detailed in the Sixth Form Prospectus. The Priory Witham Academy will also publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. Entry requirements and specific criteria are the same for internal and external applicants.

Process of application

24 Dates for applications for entry to Year 12, and acceptances and refusals, will be published in the Academy's sixth form prospectus. Applications are made directly to the Academy.

Oversubscription criteria for Year 12

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

26 The Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs that names the Academy.

27 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, or previously looked after children, sometimes referred to as children in public care
- 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 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 criterion 27c below.

- c. a student who lives nearest to the Academy as the crow flies 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 27c live the same straight-line distance from the school, 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

28 The Academy will consider all applications to year groups in which the school 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.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

29 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. 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 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.

OPERATION OF WAITING LISTS

30 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.

31 Where places become vacant they will be allocated 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 or someone leaves the waiting list.

RIGHT OF APPEAL

32 There will be 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

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.

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 and to 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 This 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

49 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

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 The school uses the Lincolnshire County Council measuring system, measuring in a straight line from the post office address point of the child's home to



the post office address point of the school (the gate at the main entrance to the academy on De Wint Avenue, Lincoln).

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, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the school. If a 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.