

# THE PRIORY FEDERATION OF ACADEMIES

## ADMISSION POLICY 2023

### **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:

Priory City of Lincoln Academy  
Priory Academy LSST  
Priory Witham Academy  
Priory Ruskin Academy  
Ling Moor Primary Academy  
Priory Pembroke Academy  
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 The policy does not apply to Willoughby Academy or to any other special academy that joins the trust after determination. This is because admissions to all special schools and special academies are managed through local authorities.

4 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.

5 The Trust determined the admissions policy on 13 December 2021. 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**

6 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.

7 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.

8 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**

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

10 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.

11 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**

12 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**

13 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.

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

15 The Trust will publish a copy of the Trust's admission policy and the determined arrangements for each academy on the website of the relevant academy for the following years:

- a) the arrangements that apply to the current school year, and keep them available until the end of the school year
- b) the arrangements that apply to the subsequent school year, and make them available during the whole of the offer year (the academic year in which offers for places are made)
- c) the arrangements that have been determined for the next school year after that, and keep them available for the whole of the determination year (the academic year in which the arrangements are determined).

16 Copies will be made available, without charge, on request from the relevant academy.

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

# PRIORY BELVOIR ACADEMY

## ADMISSION ARRANGEMENTS for 2023

1 The admission authority for Priory Belvoir Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 13 December 2021. 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).

### **ADMISSION NUMBER**

2 Priory Belvoir Academy will have the following published admission number (PAN) for the relevant year group in 2023/24 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**

3 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.

4 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.

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

- a) By 1 September – 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 2022 for admission in September 2023). 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 – 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.
- d) Between 1 November and 28 February –
  - the local authority, on behalf of the academy, processes applications using the academy’s admission arrangements
  - the local authority produces a list of students to be offered places.
- 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. If we are not able to offer a place, you can appeal against that decision.

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

6 Priory Belvoir Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

7 Where the number of applications is greater than the published admission number, Priory Belvoir Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

8 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

*The criteria will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, 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.*

- 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, or who has been appointed to a vacant post for which there is a demonstrable skill shortage
- e. children who attend a feeder school at the time of application

*The feeder schools for 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*
- *Scaford 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.*

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

*In the event that two or more applicants under criterion 8f live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and Leicestershire local authority.*

## **IN-YEAR ADMISSIONS**

9 The Academy will consider all applications to year groups in which the school provides education. If the Academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the Academy will admit the child.

10 If there are more applications than places then the same admission criteria set out for Year 7 above will be used to decide who should be offered places.

11 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>. Details of Leicestershire's coordinated scheme for in-year admissions can be found at <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-to-move-school>. You can

also ask for a hard copy application form, by telephoning 0116 305 6684. Hard copy applications can be returned to Leicestershire County Council or to the academy.

12 We will aim to respond within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

### **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. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

- f) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- g) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

*Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.*

- 15 For late applications and in-year applications the Trust will also consider whether:
- a) an application from that address would normally succeed in an oversubscribed year
  - b) any child on the reserve list has a higher priority under the oversubscription criteria
  - c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

### **OPERATION OF WAITING LISTS**

16 The Academy will operate a waiting list (sometimes called an oversubscription 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.

17 The waiting list for the normal intake to Year 7 at the start of the school year is managed by Leicestershire local authority's School Admissions Team from 1 March until the end of August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. After the beginning of September each year, the waiting list is managed by the academy.

18 When places become available the academy 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. Children can move up or down the waiting list because the 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.

19 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**

20 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy. Parents and carers will be informed of the reason why admission was refused. Applicants over the statutory school leaving age can exercise this right of appeal themselves. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. 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**

21 The Academy and Trust will participate fully in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

## **CONCERNS ABOUT APPLICATIONS**

22 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 and previously looked after children***

23 *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.*

24 *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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

25 *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).*

26 *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.*

27 *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**

28 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.

29 In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where fewer places are available than requested, the application will be considered together as one application. The academy will then admit all the applicants, unless this would prejudice the efficient provision of education or use of resources.

### **Children of staff**

30 Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at Priory Belvoir Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.

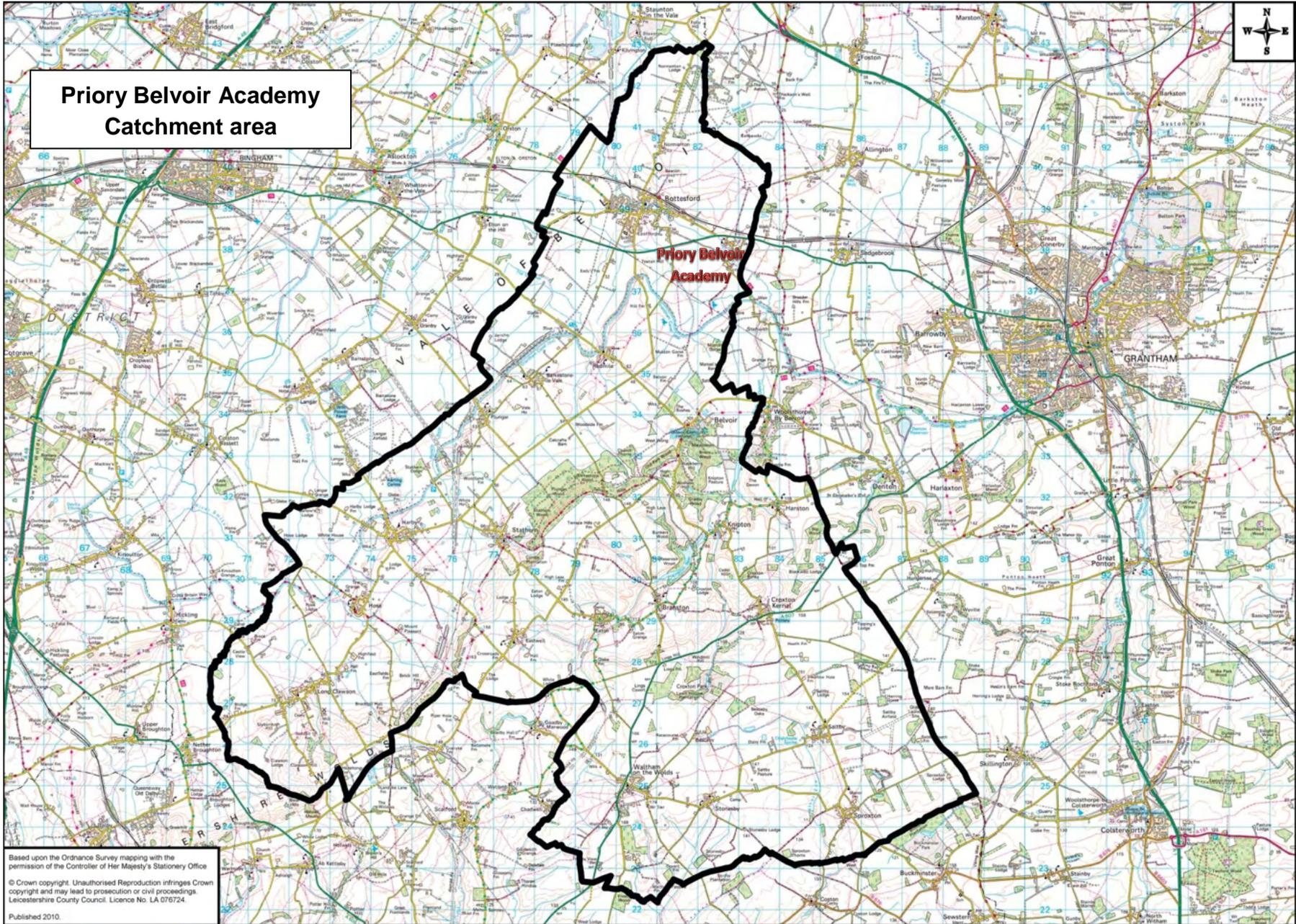
### **Home address**

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.

### **Distance**

33 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 gate at the main entrance to the academy on Barkestone Lane, Bottesford.



# CHERRY WILLINGHAM PRIMARY ACADEMY

## ADMISSION ARRANGEMENTS for 2023

1 The admission authority for Cherry Willingham Primary Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 21 February 2022. 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).

### **ADMISSION NUMBER**

2 Cherry Willingham Primary Academy will have the following published admission number (PAN) for the relevant year group in the school year 2023/24 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**

3 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.

4 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: <https://www.lincolnshire.gov.uk/school-admissions>. 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.

5 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.

6 The academy will normally admit pupils into the designated year group for their age.

The academy will, however, consider applications from summer-born children (born after 1 April) to begin school in the Reception Year in the following September when they are five, rather than with their designated age group. 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 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.

7 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 – 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 2022 for admission in September 2023). 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 – 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
  - Cherry Willingham Primary 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. If we are not able to offer a place, you can appeal against that decision.

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

8 Cherry Willingham Primary Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

9 Where the number of applications is greater than the published admission number, Cherry Willingham Primary Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

10 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

*The criteria will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, 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 that provides education in this year group, measured by straight-line distance
- e. children who live nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

*In the event that two or more applicants under criterion 10e live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority.*

### **IN-YEAR ADMISSIONS**

11 The academy will consider all applications to year groups in which the school provides education. If the academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the academy will

admit the child. In the event that such an application would cause an infant class (Reception Year, Year 1 and Year 2) to be unlawfully large, it may be necessary to refuse a place.

12 If there are more applications than places then the same oversubscription criteria set out for the Reception Year above will be used to decide who should be offered places.

13 You should make in-year applications through Lincolnshire County Council or directly to the academy. You can apply online at <https://www.lincolnshire.gov.uk/school-admissions>. Details of Lincolnshire's coordinated scheme for in-year admissions can be found at <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>. You can also apply by telephone on 01522 782030, or you can ask for a hard copy application form by telephoning 01522 782030 or emailing [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk). Hard copy applications can be returned to Lincolnshire County Council or to the academy.

14 We will aim to respond within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

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

15 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**

16 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. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

- a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

*Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.*

- 17 For late applications and in-year applications the Trust will also consider whether:
- a) an application from that address would normally succeed in an oversubscribed year
  - b) any child on the reserve list has a higher priority under the oversubscription criteria
  - c) the admission of another child would seriously prejudice the efficient provision of education or the use of resources.

### **OPERATION OF WAITING LISTS**

18 The academy will operate a waiting list (sometimes called a reserve 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.

19 The waiting list for the normal intake to the Reception Year at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 16 April until the end of August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. After the beginning of September each year the waiting list is managed by the academy.

20 Where places become available the academy 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. Children can move up or down the waiting list because the 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.

21 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**

22 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place.

## **FAIR ACCESS PROTOCOL**

23 The academy and Trust will participate fully in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

## **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. 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 and previously 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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

27 *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).*

28 *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.*

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 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.*

31 *In the case of twins or other children from multiple births and where fewer places are available than requested, the applications will be considered together as one application. The academy will then admit all the applicants, including in infant classes, where it would be an exception to the infant class size limit, unless this would prejudice the efficient provision of education or use of resources.*

32 *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 admit all the applicants, except in infant classes, where the infant class size limit still applies, or where this would prejudice the efficient provision of education or use of resources. In these circumstances, only one place would be offered.*

### **Children of staff**

33 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at the Cherry Willingham Primary Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust’s academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

### **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, 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.*

### ***Nearest state-funded school***

*36 For the purposes of admissions, the nearest school is the nearest state-funded, non-selective, mainstream school to the child's address admitting children to the relevant year group. Independent schools, grammar schools and non-mainstream schools are not included. The distance from home to the nearest state-funded school is measured in the same way as indicated in the following paragraph. If you are not sure which is the nearest state-funded school to your home address, you can enter your postcode and address in this County Council website to find out: <https://www.lincolnshire.gov.uk/find-nearest-school>. If you are not able to use the internet, please telephone 01522 782030 for help.*

### ***Distance***

*37 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, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child's home to the gate at the main entrance to the academy on Lime Grove, Cherry Willingham.*

# PRIORY CITY OF LINCOLN ACADEMY

## ADMISSION ARRANGEMENTS for 2023

1 The admission authority for Priory City of Lincoln Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 13 December 2021. 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).

### **ADMISSION NUMBERS**

2 Priory City of Lincoln Academy will have the following published admission numbers (PAN) for the relevant year group in the school year 2023/24 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 Priory City of Lincoln Academy who wish to stay on into the sixth form.

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

3 For places in Year 7 please go to paragraphs 4 – 14.  
For places in the sixth form please go to paragraphs 15 – 21.  
Then, for important information for all age groups, please go to paragraphs 22–47.

### **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: <https://www.lincolnshire.gov.uk/school-admissions>. 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 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 – 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 2022 for admission in September 2023). 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 – 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
  - Priory City of Lincoln Academy sends a list of pupils to be offered places by the Trust to the 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. If we are not able to offer a place, you can appeal against that decision.

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

7 Priory City of Lincoln Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

8 Where the number of applications is greater than the published admission number, Priory City of Lincoln Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

9 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.

*Admission through aptitude for sport only applies to the intake starting secondary education in Year 7 at the beginning of the school year. It is not available in other year groups or for in-year admissions.*

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

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

14 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

*The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, 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 tied scores for the last of these places would result in more than 15 applicants being admitted on the basis of aptitude for sport, criteria 14c to 14e 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 14c to 14e 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 14c to 14e 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, or who has been appointed to a vacant post for which there is a demonstrable skill shortage
- e. children who live nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

*In the event that two or more applicants under criterion 14e live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority.*

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

15 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).

16 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 grades 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.

17 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**

18 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**

19 Priory City of Lincoln Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

20 Where the number of applications is greater than the published admission number, Priory City of Lincoln Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

21 After the admission of pupils with EHC plans, the academy will consider applications for the remaining places against the criteria set out below.

*The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, 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 21c below.*

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

*In the event that two or more applicants under criterion 21c live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority.*

### **IN-YEAR ADMISSIONS**

22 The Academy will consider all applications to year groups in which the school provides education. If the Academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the Academy will admit the child.

23 If there are more applications than places then the same oversubscription criteria set out for the relevant year groups above will be used to decide who should be offered places. We will use the criteria for Year 7 for applications in Years 7–11, with the exception of criterion b (admission through aptitude in sport), which does not apply to in-year admissions. We will use the criteria for Year 12 for applications in the sixth form.

24 For places in Years 7 to 11, you should make in-year applications through Lincolnshire County Council or directly to the academy. You can apply online at <https://www.lincolnshire.gov.uk/school-admissions>. Details of Lincolnshire's coordinated scheme for in-year admissions can be found at <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>. You can also apply by telephone on 01522 782030, or you can ask for a hard copy application form by telephoning 01522 782030 or emailing [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk). Hard copy applications can be returned to Lincolnshire County Council or to the academy. In-year applications to the sixth form must be made directly to the academy.

25 We will aim to respond within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

### **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. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

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

- b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

*Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.*

- 28 For late applications and in-year applications the Trust will also consider whether:
- a) an application from that address would normally succeed in an oversubscribed year
  - b) any child on the reserve list has a higher priority under the oversubscription criteria
  - c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

### **OPERATION OF WAITING LISTS**

29 The academy will operate a waiting list (sometimes called a reserve 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. 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.

30 The waiting list for the normal intake to Year 7 at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 1 March until the end of August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. The full set of oversubscription criteria in paragraph 14 above is used.

31 After 1 September each year, the waiting list for Year 7 is managed by the academy, along with the waiting lists for all other year groups. The criteria used between 1 September and 31 December to allocate places to applicants on a waiting list in Years 7 to 11 are those in paragraph 14 above, with the exception of criterion 14b (admission through aptitude in sport), which only applies to the initial allocation of places to Year 7. We will use the full criteria for Year 12 if there is a waiting list for places in the sixth form.

32 Where places become available the academy 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. Children can move up or down the waiting list because the 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.

## **RIGHT OF APPEAL**

33 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. Sixth form applicants and applicants over the statutory school leaving age can exercise this right of appeal themselves. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. 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**

34 The academy and Trust will participate fully in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

## **CONCERNS ABOUT APPLICATIONS**

35 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 and previously looked after children***

36 *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.*

37 *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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

38 *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).*

39 *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.*

40 *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**

41 *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.*

42 *In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where fewer places are available than requested, the application will be considered together as one application. The academy will then admit all the applicants, unless this would prejudice the efficient provision of education or use of resources.*

### **Children of staff**

43 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at the City of Lincoln Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

### **Home address**

44 *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.*

45 *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.*

**Distance**

*46 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, using Servelec’s “Synergy” system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child’s home to the gate at the main entrance to the academy on Skellingthorpe Road, Lincoln.*

**‘Total’ of GCSE grades**

*47 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 2023

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 21 February 2022. 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).

### **ADMISSION NUMBER**

2 Heighington Millfield Primary Academy will have the following published admission number (PAN) for the relevant year group in the school year 2023/24 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**

3 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.

4 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: <https://www.lincolnshire.gov.uk/school-admissions>. 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.

5 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.

6 The academy will normally admit pupils into the designated year group for their age.

The academy will, however, consider applications from summer-born children (born after 1 April) to begin school in the Reception Year in the following September when they are five, rather than with their designated age group. 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 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.

7 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 2022 for admission in September 2023). 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
  - Heighington Millfield Primary 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. If we are not able to offer a place, you can appeal against that

decision.

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

8 Heighington Millfield Primary Academy will consider all applications for places at the Academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

9 Where the number of applications is greater than the published admission number, Heighington Millfield Primary Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

10 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

*The criteria will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, 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 that provides education in this year group, measured by straight-line distance
- e. children who live nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance

*In the event that two or more applicants under criterion 10e live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority.*

## **IN-YEAR ADMISSIONS**

11 The academy will consider all applications to year groups in which the academy provides education. If the academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the academy will admit the child. In the event that such an application would cause an infant class (Reception Year, Year 1 and Year 2) to be unlawfully large, it may be necessary to refuse a place.

12 If there are more applications than places then the same oversubscription criteria set out for the Reception Year above will be used to decide who should be offered places.

13 You should make in-year applications through Lincolnshire County Council or directly to the academy. You can apply online at <https://www.lincolnshire.gov.uk/school-admissions>. Details of Lincolnshire's coordinated scheme for in-year admissions can be found at <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>. You can also apply by telephone on 01522 782030, or you can ask for a hard copy application form by telephoning 01522 782030 or emailing [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk). Hard copy applications can be returned to Lincolnshire County Council or to the academy.

14 We will aim to respond within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

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

15 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**

16 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. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

- a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

*Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.*

17 For late applications and in-year applications the Trust will also consider whether:

- a) an application from that address would normally succeed in an oversubscribed year
- b) any child on the reserve list has a higher priority under the oversubscription criteria
- c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

## **OPERATION OF WAITING LISTS**

18 The academy will operate a waiting list (sometimes called a reserve 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.

19 The waiting list for the normal intake to the Reception Year at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 16 April until the end of August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. After the beginning of September each year the waiting list is managed by the academy.

20 Where places become available the academy 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. Children can move up or down the waiting list because the 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.

21 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**

22 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. 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 in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

### **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. 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 and previously 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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were*

*accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

27 *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).*

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 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.*

31 *In the case of twins or other children from multiple births and where fewer places are available than requested, the applications will be considered together as one application. The academy will then admit all the applicants, including in infant classes, where it would be an exception to the infant class size limit, unless this would prejudice the efficient provision of education or use of resources.*

32 *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 admit all the applicants, except in infant classes, where the infant class size limit still applies, or where this would prejudice the efficient provision of education or use of resources. In these circumstances, only one place would be offered.*

### **Children of staff**

33 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at Heighington Millfield Primary Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust’s academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

### **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, 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.*

### **Nearest state-funded school**

36 *For the purposes of admissions, the nearest school is the nearest state-funded, non-selective, mainstream school to the child's address admitting children to the relevant year group. Independent schools, grammar schools and non-mainstream schools are not included. The distance from home to the nearest state-funded school is measured in the same way as indicated in the following paragraph. If you are not sure which is the nearest state-funded school to your home address, you can enter your postcode and address in this County Council website to find out: <https://www.lincolnshire.gov.uk/find-nearest-school>. If you are not able to use the internet, please telephone 01522 782030 for help.*

### **Distance**

37 *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, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child's home to the gate at the main entrance to the academy off Mill Lane, Heighington.*

# HUNTINGTOWER PRIMARY ACADEMY

## ADMISSION ARRANGEMENTS for 2023

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 21 February 2022. 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).

### **ADMISSION NUMBER**

2 Huntingtower Primary Academy will have the following published admission number (PAN) for the relevant year group in the school year 2023/24 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**

3 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.

4 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: <https://www.lincolnshire.gov.uk/school-admissions>. 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.

5 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.

6 The academy will normally admit pupils into the designated year group for their age.

The academy will, however, consider applications from summer-born children (born after 1 April) to begin school in the Reception Year in the following September when they are five, rather than with their designated age group. 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 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.

7 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 2022 for admission in September 2023). 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
  - 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. If we are not able to offer a place, you can appeal against that decision.

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

8 Huntingtower Primary Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number in the relevant year group, we will offer places to all those who have applied.

9 Where the number of applications is greater than the published admission number, Huntingtower Primary Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

10 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

*The criteria will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, 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 that provides education in this year group, measured by straight-line distance
- e. children who live nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance

*In the event that two or more applicants under criterion 10e live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority.*

### **IN-YEAR ADMISSIONS**

11 The academy will consider all applications to year groups in which the academy provides education. If the academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the academy will

admit the child. In the event that such an application would cause an infant class (Reception Year, Year 1 and Year 2) to be unlawfully large, it may be necessary to refuse a place.

12 If there are more applications than places then the same oversubscription criteria set out for the Reception Year above will be used to decide who should be offered places.

13 You should make in-year applications through Lincolnshire County Council or directly to the academy. You can apply online at <https://www.lincolnshire.gov.uk/school-admissions>. Details of Lincolnshire's coordinated scheme for in-year admissions can be found at <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>. You can also apply by telephone on 01522 782030, or you can ask for a hard copy application form by telephoning 01522 782030 or emailing [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk). Hard copy applications can be returned to Lincolnshire County Council or to the academy.

14 We will aim to respond within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

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

15 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**

16 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. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

- a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

*Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.*

- 17 For late applications and in-year applications the Trust will also consider whether:
- a) an application from that address would normally succeed in an oversubscribed year
  - b) any child on the reserve list has a higher priority under the oversubscription criteria
  - c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

### **OPERATION OF WAITING LISTS**

18 The academy will operate a waiting list (sometimes called a reserve 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.

19 The waiting list for the normal intake to the Reception Year at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 16 April until the end of August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. After the beginning of September each year the waiting list is managed by the academy.

20 Where places become available the academy 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. Children can move up or down the waiting list because the 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.

21 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**

22 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place.

## **FAIR ACCESS PROTOCOL**

23 The academy and Trust will participate fully in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

## **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. 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 and previously 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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

27 *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).*

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 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.*

31 *In the case of twins or other children from multiple births and where fewer places are available than requested, the applications will be considered together as one application. The academy will then admit all the applicants, including in infant classes, where it would be an exception to the infant class size limit, unless this would prejudice the efficient provision of education or use of resources.*

32 *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 admit all the applicants, except in infant classes, where the infant class size limit still applies, or where this would prejudice the efficient provision of education or use of resources. In these circumstances, only one place would be offered.*

### **Children of staff**

33 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at Huntingtower Primary Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

### **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, 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.*

### ***Nearest state-funded school***

*36 For the purposes of admissions, the nearest school is the nearest state-funded, non-selective, mainstream school to the child's address admitting children to the relevant year group. Independent schools, grammar schools and non-mainstream schools are not included. The distance from home to the nearest state-funded school is measured in the same way as indicated in the following paragraph. If you are not sure which is the nearest state-funded school to your home address, you can enter your postcode and address in this County Council website to find out: <https://www.lincolnshire.gov.uk/find-nearest-school>. If you are not able to use the internet, please telephone 01522 782030 for help.*

### ***Distance***

*37 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, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child's home to the gate at the main entrance to the academy on Huntingtower Road, Grantham.*

# LING MOOR PRIMARY ACADEMY

## ADMISSION ARRANGEMENTS for 2023

1 The admission authority for Ling Moor Primary Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 21 February 2022. 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).

### **ADMISSION NUMBER**

2 Ling Moor Primary Academy will have the following published admission number (PAN) for the relevant year group in the school year 2023/24 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**

3 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.

4 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: <https://www.lincolnshire.gov.uk/school-admissions>. 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.

5 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.

6 The academy will normally admit pupils into the designated year group for their age.

The academy will, however, consider applications from summer-born children (born after 1 April) to begin school in the Reception Year in the following September when they are five, rather than with their designated age group. 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 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.

7 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 – 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 2022 for admission in September 2023). 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 – 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
  - Ling Moor Primary 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. If we are not able to offer a place, you can appeal against that decision.

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

8 Ling Moor Primary Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

9 Where the number of applications is greater than the published admission number, Ling Moor Primary Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

10 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

*The criteria will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, 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 that provides education in this year group, measured by straight-line distance
- e. children who live nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

*In the event that two or more applicants under criterion 10e live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority.*

### **IN-YEAR ADMISSIONS**

11 The academy will consider all applications to year groups in which the academy provides education. If the academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the academy will

admit the child. In the event that such an application would cause an infant class (Reception Year, Year 1 and Year 2) to be unlawfully large, it may be necessary to refuse a place.

12 If there are more applications than places then the same oversubscription criteria set out for the Reception Year above will be used to decide who should be offered places.

13 You should make in-year applications through Lincolnshire County Council or directly to the academy. You can apply online at <https://www.lincolnshire.gov.uk/school-admissions>. Details of Lincolnshire's coordinated scheme for in-year admissions can be found at <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>. You can also apply by telephone on 01522 782030, or you can ask for a hard copy application form by telephoning 01522 782030 or emailing [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk). Hard copy applications can be returned to Lincolnshire County Council or to the academy.

14 We will aim to respond within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

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

15 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**

16 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. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

- a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

*Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.*

- 17 For late applications and in-year applications the Trust will also consider whether:
- a) an application from that address would normally succeed in an oversubscribed year
  - b) any child on the reserve list has a higher priority under the oversubscription criteria
  - c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

### **OPERATION OF WAITING LISTS**

18 The academy will operate a waiting list (sometimes called a reserve 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.

19 The waiting list for the normal intake to the Reception Year at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 16 April until the end of August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. After the beginning of September each year the waiting list is managed by the academy.

20 Where places become available the academy 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. Children can move up or down the waiting list because the 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.

21 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**

22 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. 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 in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

## **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. 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 and previously 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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

27 *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).*

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 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.*

31 *In the case of twins or other children from multiple births and where fewer places are available than requested, the applications will be considered together as one application. The academy will then admit all the applicants, including in infant classes, where it would be an exception to the infant class size limit, unless this would prejudice the efficient provision of education or use of resources.*

32 *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 admit all the applicants, except in infant classes, where the infant class size limit still applies, or where this would prejudice the efficient provision of education or use of resources. In these circumstances, only one place would be offered.*

### **Children of staff**

33 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at Ling Moor Primary Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust’s academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

### **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, 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.*

### ***Nearest state-funded school***

*36 For the purposes of admissions, the nearest school is the nearest state-funded, non-selective, mainstream school to the child's address admitting children to the relevant year group. Independent schools, grammar schools and non-mainstream schools are not included. The distance from home to the nearest state-funded school is measured in the same way as indicated in the following paragraph. If you are not sure which is the nearest state-funded school to your home address, you can enter your postcode and address in this County Council website to find out: <https://www.lincolnshire.gov.uk/find-nearest-school>. If you are not able to use the internet, please telephone 01522 782030 for help.*

### ***Distance***

*37 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, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child's home to the gate at the main entrance to the academy on Inns Close, Lincoln.*

# PRIORY PEMBROKE ACADEMY

## ADMISSION ARRANGEMENTS for 2022

1 The admission authority for Priory Pembroke Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 13 December 2021. 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).

### **ADMISSION NUMBER**

2 Priory Pembroke Academy will have the following published admission number for the relevant year group in the school year 2023/24 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**

3 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.

4 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: <https://www.lincolnshire.gov.uk/school-admissions>. 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.

5 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 – 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 2022 for admission in September 2023). 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 – 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
  - Priory Pembroke Academy sends a list of pupils to be offered places by the Trust to the 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. If we are not able to offer a place, you can appeal against that decision.

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

6 Priory Pembroke Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

7 Where the number of applications is greater than the published admission number, Priory Pembroke Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

8 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

*The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, 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

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

*In the event that two or more applicants under criterion 8d live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority.*

### **IN-YEAR ADMISSIONS**

9 The academy will consider all applications to year groups in which the school provides education. If the academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the academy will admit the child.

10 If there are more applications than places then the same oversubscription criteria set out for Year 7 above will be used to decide who should be offered places.

11 You should make in-year applications through Lincolnshire County Council or directly to the academy. You can apply online at <https://www.lincolnshire.gov.uk/school-admissions>. Details of Lincolnshire's coordinated scheme for in-year admissions can be found at <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>. You can also apply by telephone on 01522 782030, or you can ask for a hard copy application form by telephoning 01522 782030 or emailing [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk). Hard copy applications can be returned to Lincolnshire County Council or to the academy.

12 We will aim to respond within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

### **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. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

- a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

*Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.*

15 For late applications and in-year applications the Trust will also consider whether:

- a) an application from that address would normally succeed in an oversubscribed year
- b) any child on the reserve list has a higher priority under the oversubscription criteria
- c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

### **OPERATION OF WAITING LISTS**

16 The academy will operate a waiting list (sometimes called a reserve 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.

17 The waiting list for the normal intake to Year 7 at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 1 March until the end of August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. After the beginning of September each year, the waiting list is managed by the academy.

18 Where places become available the academy 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. Children can move up or down the waiting list because the 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.

19 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**

20 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. Applicants over the statutory school leaving age can exercise this right of appeal themselves. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. 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**

21 The academy and Trust will participate fully in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

### **CONCERNS ABOUT APPLICATIONS**

22 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 and previously looked after children***

23 *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.*

24 *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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

25 *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).*

26 *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.*

27 *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**

28 *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.*

29 *In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where fewer places are available than requested, the application will be considered together as one application. The academy will then admit all the applicants, unless this would prejudice the efficient provision of education or use of resources.*

### **Children of staff**

30 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at Priory Pembroke Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

### **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.*

**Distance**

*33 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, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child's home to the gate at the main entrance to the academy on Croft Lane, Cherry Willingham.*

# PRIORY ACADEMY LSST

## ADMISSION ARRANGEMENTS for 2023

1 The admission authority for Priory Academy LSST is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 13 December 2021. 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).

### **ADMISSION NUMBER**

2 Priory Academy LSST will have the following published admission numbers (PAN) for the relevant year groups in the school year 2022/23 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 Priory Academy LSST who wish to stay on into the sixth form.

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

3 For places in Year 7 please go to paragraphs 4 – 18.  
For places in the sixth form please go to paragraphs 19 – 25.  
Then, for important information for all age groups, please go to paragraphs 26 – 51.

### **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: <https://www.lincolnshire.gov.uk/school-admissions>. 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 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 – 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 2023 for admission in September 2024). 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 – 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
    - Priory Academy LSST sends a list of pupils to be offered places by the Trust to the 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. If we are not able to offer a place, you can appeal against that decision.

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

7 Priory Academy LSST will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

8 Where the number of applications is greater than the published admission number, Priory Academy LSST will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

9 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.

*Admission through aptitude for technology only applies to the intake starting secondary education in Year 7 at the beginning of the school year. It is not available in other year groups or for in-year admissions.*

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 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 academy 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 52 primary schools listed below in paragraph 18. The academy will also allocate two places to the group of applicants not attending any of the 52 primary schools. For the purposes of these arrangements these applicants will be treated as if they attended a 53<sup>rd</sup> school named 'Other Primary School'. The remaining places are then divided on a pro-rata basis and allocated to the 53 primary schools to give each of the 53 schools an allocation for that year. Applications from pupils at each of the 53 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 52 schools named in paragraph 18. 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) moving to the area by applying the school's oversubscription criteria as if they attended the primary school listed in paragraph 18 that is closest to their home address.

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

17 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

*The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, or previously looked after children
- 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 17d to 17f 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 17c to 17f 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 17c to 17f below.*

- c. for each of the 52 primary schools listed below in paragraph 18 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 17c, the criteria from 17d 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
- f. children who live nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

*In the event that two or more applicants under criterion 17f live the same straight-line distance from the school, the place or places will be allocated at random by a person independent of the academy and the local authority*

- 18 The 52 primary schools referred to above are:

Bassingham Primary School  
Bracebridge Heath St John's Primary Academy  
Branston Junior Academy  
Brant Broughton C of E and Methodist School  
Cherry Willingham Primary Academy  
Coleby Church of England Primary School  
Eagle Community Primary School  
Fiskerton Church of England Primary School  
Harby Queen Eleanor Primary Academy  
Heighington Millfield Primary Academy  
Ingham Primary School  
Lincoln Birchwood Junior School  
Lincoln Bishop King Church of England Primary School  
Lincoln Carlton Academy  
Lincoln St Giles Academy  
Lincoln Ermine Primary Academy  
Lincoln Hartsholme Academy  
Lincoln Leslie Manser Primary School  
Lincoln Manor Leas Junior Academy  
Lincoln Monks Abbey Primary School  
Lincoln Our Lady of Lincoln Catholic Primary School  
Lincoln St Faith and St Martin Church of England Junior School  
Lincoln Saint Hugh's Catholic Primary Academy  
Lincoln St Peter at Gowts Church of England Primary School  
Lincoln The Meadows Primary School  
Lincoln The Priory Witham Academy - Primary  
Lincoln The Sir Francis Hill Primary School

Lincoln Westgate Academy  
Navenby Church of England Primary School  
Nettleham Church of England Aided Junior School  
Nocton Community Primary School  
North Hykeham All Saints Church of England Primary School  
North Hykeham Fosse Way Academy  
North Hykeham Ling Moor Academy  
North Hykeham Manor Farm Academy  
North Scarle Primary School  
Potterhanworth Church of England Primary School  
Reepham Church of England Primary School  
Saxilby Church of England Primary School  
Scampton Church of England Primary School  
Scampton Pollyplatt Primary School  
Scothern Ellison Boulters Church of England Academy  
Skellingthorpe St Lawrence Church of England Primary School  
Skellingthorpe The Holt Primary School  
South Hykeham Community Primary School  
Swinderby All Saints Church of England Primary School  
Thorpe on the Hill St Michael's Church of England Primary School  
Waddington All Saints Academy  
Waddington Redwood Primary Academy  
Washingborough Academy  
Welbourn Church of England Primary School  
Witham St Hugh's Academy

'Other Primary School' is used to represent the schools attended by applicants who do not attend any of the 52 schools above, and is used in paragraph 14 as the 53<sup>rd</sup> school for the purposes of these arrangements.

## **APPLICATIONS TO THE SIXTH FORM**

19 The sixth form at 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 Priory Academy LSST.

20 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.

21 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**

22 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**

23 Priory Academy LSST will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

24 Where the number of applications is greater than the published admission number, Priory Academy LSST will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

25 After the admission of pupils with EHC plans, the academy will consider applications for the remaining places against the criteria set out below.

*The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- e. looked after children, or previously looked after children
- f. students wishing to study the academy's specialist subjects (science and technology subjects)

*Where the application of criterion 25b 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 25c below;*

- g. a student who lives nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

*In the event that two or more applicants under criterion 25c live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority.*

### **IN-YEAR ADMISSIONS**

26 The Academy will consider all applications to year groups in which the school provides education. If the Academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the Academy will admit the child.

27 If there are more applications than places then the same oversubscription criteria set out for the relevant year groups above will be used to decide who should be offered places. We will use the criteria for Year 7 for applications in Years 7–11, with the exception of criterion b (admission through aptitude in technology) and criterion c (allocation of places to primary schools), which do not apply to in-year admissions. We will use the criteria for Year 12 for applications in the sixth form.

28 For places in Years 7 to 11, you should make in-year applications through Lincolnshire County Council or directly to the academy. You can apply online at <https://www.lincolnshire.gov.uk/school-admissions>. Details of Lincolnshire’s coordinated scheme for in-year admissions can be found at <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>. You can also apply by telephone on 01522 782030, or you can ask for a hard copy application form by telephoning 01522 782030 or emailing [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk). Hard copy applications can be returned to Lincolnshire County Council or to the academy. . In-year applications to the sixth form must be made directly to the academy

29 We will aim to respond within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

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

30 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**

31 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. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

- c) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- d) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

*Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.*

32 For late applications and in-year applications the Trust will also consider whether:

- a) an application from that address would normally succeed in an oversubscribed year
- b) any child on the reserve list has a higher priority under the oversubscription criteria
- c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

### **OPERATION OF WAITING LISTS**

33 The academy will operate a waiting list (sometimes called a reserve 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 below. 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.

34 The waiting list for the normal intake to Year 7 at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 1 March until 31

August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. The full set of oversubscription criteria in paragraph 17 above is used.

35 After 1 September each year, the waiting list for Year 7 is managed by the academy, along with the waiting lists for all other year groups. The criteria used between 1 September and 31 December to allocate places to applicants on a waiting list in Years 7 to 11 are those in paragraph 17 above, with the exception of criterion 17b (admission through aptitude in technology) and criterion 17c (allocation of places to primary schools), which only apply to the initial allocation of places to Year 7. We will use the full criteria for Year 12 if there is a waiting list for places in the sixth form.

36 Where places become available the academy 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. Children can move up or down the waiting list because the 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.

### **RIGHT OF APPEAL**

37 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. Sixth form applicants and applicants over the statutory school leaving age can exercise this right of appeal themselves. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. 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**

38 The academy and Trust will participate fully in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

### **CONCERNS ABOUT APPLICATIONS**

39 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 and previously looked after children***

40 *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.*

41 *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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

42 *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).*

43 *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.*

44 *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***

45 *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.*

46 *In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where fewer places are available than requested, the application will be*

*considered together as one application. The academy will then admit all the applicants, unless this would prejudice the efficient provision of education or use of resources.*

### **Children of staff**

*47 Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of his or her working time at Priory Academy LSST. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

### **Home address**

*48 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.*

*49 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.*

### **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).*

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

*51 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.*

# PRIORY RUSKIN ACADEMY

## ADMISSION ARRANGEMENTS for 2023

1 The admission authority for Priory Ruskin Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 21 February 2022. 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).

### **ADMISSION NUMBERS**

2 Priory Ruskin Academy will have the following published admission numbers (PAN) for the relevant year group in the school year 2023/24 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 Priory Ruskin Academy who wish to stay on into the sixth form.

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

3 For secondary school places in Year 7 please go to paragraphs 4 – 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 – 49.

### **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: <https://www.lincolnshire.gov.uk/school-admissions>. 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 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 – 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 2022 for admission in September 2023). 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 – 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
  - Priory Ruskin Academy sends a list of pupils to be offered places by the Trust to the 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. If we are not able to offer a place, you can appeal against that decision.

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

7 Priory Ruskin Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

8 Where the number of applicants is greater than the published admission number, Priory Ruskin Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

9 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.

*Admission through aptitude for sport or visual arts only applies to the intake starting secondary education in Year 7 at the beginning of the school year. It is not available in other year groups or for in-year admissions.*

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 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 academy 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 academy 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.

#### **Admissions to Year 7 using zones**

14 The academy follows the requirement of the School Admissions Code to give highest priority when oversubscribed to looked after and previously looked after children, no matter where they live. The academy also places great emphasis on developing and maintaining contact with families and so gives next highest priority to applicants with siblings attending the academy and to children of staff, no matter where they live.

15 The remaining places for applicants without siblings at the academy will be allocated using four 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 determined, 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 – 36%
- zone 2: living 1 mile or more but less than 1.6 miles – 36%
- zone 3: living 1.6 miles or more but less than 7 miles – 22%
- zone 4: living 7 miles or more from the academy – 6%

*The percentages enable the Trust to decide how many places for applicants without siblings will be available in each zone. The greatest number will go to zones 1 and 2, as the percentages show. These percentages may change from year to year to reflect*

*changing patterns of parental preference. They are calculated using the numbers of applications from each zone. The Trust uses the latest available information on applications, which relates to admissions in the September two years prior to these current arrangements.*

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

16 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

*The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, 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 tied scores for the last of these places in either sport or visual arts would result in more than 11 or 10 applicants being admitted respectively, then the last places will be allocated at random. 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. 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, or who has been appointed to a vacant post for which there is a demonstrable skill shortage

*In the event that there are more applicants than places using criteria 16c or 16d, then successful applicants will be chosen by random allocation.*

- e. the remaining places, typically for applicants without siblings at the academy, will be allocated randomly to each of the zones 1 to 4 in paragraph 15, in the order zones 1 to 4.

*The number of places available in each zone will be calculated using the percentages in paragraph 14 and be rounded down to the nearest whole number. At the end of this set of calculations, any remaining places will be held to the end of the process.*

*If there are more applications than places in any zone, then the places in that zone will be allocated randomly. If the number of applications in any zone is less than or equal to the number of places, all applicants will be admitted and any remaining places will be held to the end of the process. Once allocations to each zone have been made, any remaining places from the four zones, together with any places resulting from the calculations above, will be allocated at random to all remaining applicants from all zones.*

*Random allocations will be made using the online random sequence generator in 'random.org' or, if not available, an alternative random generator. The process will be overseen by a person independent of the academy and the local authority.*

## **APPLICATIONS TO THE SIXTH FORM**

17 The sixth form at 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 Priory Ruskin Academy.

18 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.

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.prioryruskin.co.uk/page/?title=Prospectus&pid=109>).

## **Process of application**

20 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**

21 Priory Ruskin Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, the academy will offer places to all those who have applied.

22 Where the number of applications for admission is greater than the published admission number, Priory Ruskin Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

23 After the admission of pupils with EHC plans, the academy will consider applications for the remaining places against the criteria set out below.

*The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, 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 23c below.*

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

*In the event that two or more applicants under criterion 23c live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority,*

### **IN-YEAR ADMISSIONS**

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

provides education. If the Academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the Academy will admit the child.

25 If there are more applications than places then the same oversubscription criteria set out for the relevant year groups above will be used to decide who should be offered places. We will use the criteria for Year 7 for applications in Years 7–11, with the exception of criterion 16b (admission through aptitude in sport or visual arts) and criterion 16c (allocation of places to zones), which only apply to the initial allocation of places to Year 7. Under criterion 16c, we will allocate places at random to those who have applied, without reference to zones. We will use the criteria for Year 12 for applications in the sixth form.

26 For places in Years 7 to 11, you should make in-year applications through Lincolnshire County Council or directly to the academy. You can apply online at <https://www.lincolnshire.gov.uk/school-admissions>. Details of Lincolnshire’s coordinated scheme for in-year admissions can be found at <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>. You can also apply by telephone on 01522 782030, or you can ask for a hard copy application form by telephoning 01522 782030 or emailing [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk). Hard copy applications can be returned to Lincolnshire County Council or to the academy. In-year applications to the sixth form must be made directly to the academy.

27 We will aim to respond within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

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

28 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**

29 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. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

- a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

*Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.*

30 For late applications and in-year applications the Trust will also consider whether:

- a) an application from that address would normally succeed in an oversubscribed year
- b) any child on the reserve list has a higher priority under the oversubscription criteria
- c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

## **OPERATION OF WAITING LISTS**

31 The academy will operate a waiting list (sometimes called a reserve 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. 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.

32 The waiting list for the normal intake to Year 7 at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 1 March until 31 August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. The full set of oversubscription criteria in paragraph 16 above is used.

33 After 1 September each year, the waiting list for Year 7 is managed by the academy, along with the waiting lists for all other year groups. The criteria used between 1 September and 31 December to allocate places to applicants on a waiting list in Years 7 to 11 are those in paragraph 16 above, with the exception of criterion 16b (admission through

aptitude in sport or visual arts) and criterion 16c (allocation of places to zones), which only apply to the initial allocation of places to Year 7. Under criterion 16c, we will allocate places at random across the whole waiting list, without reference to zones. We will use the full criteria for Year 12 if there is a waiting list for places in the sixth form.

34 Where places become available the academy 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. Children can move up or down the waiting list because the 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.

### **RIGHT OF APPEAL**

35 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. Sixth form applicants and applicants over the statutory school leaving age can exercise this right of appeal themselves. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. 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**

36 The academy and Trust will participate fully in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

### **CONCERNS ABOUT APPLICATIONS**

37 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 and previously looked after children***

38 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.

39 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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

40 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).

41 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.

42 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***

43 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.

44 In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where fewer places are available than requested, the application will be considered together as one application. The academy will then admit all the applicants, unless this would prejudice the efficient provision of education or use of resources.

### **Children of staff**

45 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at Priory Ruskin Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

### **Home address**

46 *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.*

47 *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.*

### **Distance**

48 *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, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child's home to the gate at the main entrance to the academy on Rushcliffe Road, Grantham).*

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

49 *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 2023

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 21 February 2022. 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).

### **ADMISSION NUMBER**

2 Waddington Redwood Primary Academy will have the following published admission number (PAN) for the relevant year group in the school year 2023/24 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**

3 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.

4 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: <https://www.lincolnshire.gov.uk/school-admissions>. 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.

5 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.

6 The academy will normally admit pupils into the designated year group for their age.

The academy will, however, consider applications from summer-born children (born after 1 April) to begin school in Year the Reception Year in the following September when they are five, rather than with their designated age group. 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 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.

7 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 2022 for admission in September 2023). 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
  - Waddington Redwood Primary 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. If we are not able to offer a place, you can appeal against that

decision.

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

8 Waddington Redwood Primary Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

9 Where the number of applications is greater than the published admission number, Waddington Redwood Primary Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

10 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

*The criteria will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, 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 that provides education in this year group, measured by straight-line distance
- e. children who live nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

*In the event that two or more applicants under criterion 10e live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority.*

## **IN-YEAR ADMISSIONS**

11 The academy will consider all applications to year groups in which the academy provides education. If the Academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the Academy will admit the child. In the event that such an application would cause an infant class (Reception Year, Year 1 and Year 2) to be unlawfully large, it may be necessary to refuse a place.

12 If there are more applications than places then the same oversubscription criteria set out for the Reception Year above will be used to decide who should be offered places.

13 You should make in-year applications through Lincolnshire County Council or directly to the academy. You can apply online at <https://www.lincolnshire.gov.uk/school-admissions>. Details of Lincolnshire's coordinated scheme for in-year admissions can be found at <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>. You can also apply by telephone on 01522 782030, or you can ask for a hard copy application form by telephoning 01522 782030 or emailing [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk). Hard copy applications can be returned to Lincolnshire County Council or to the academy.

14 We will aim to respond within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

## **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**

16 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. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

- a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

*Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.*

17 For late applications and in-year applications the Trust will also consider whether:

- a) an application from that address would normally succeed in an oversubscribed year
- b) any child on the reserve list has a higher priority under the oversubscription criteria
- c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

## **OPERATION OF WAITING LISTS**

18 The academy will operate a waiting list (sometimes called a reserve 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.

19 The waiting list for the normal intake to the Reception Year at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 16 April until the end of August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. After the beginning of September each year the waiting list is managed by the academy.

20 Where places become available the academy 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. Children can move up or down the waiting list because the 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.

21 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**

22 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. 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 in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

### **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. 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 and previously 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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were*

*accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

27 *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).*

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 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.*

31 *In the case of twins or other children from multiple births and where fewer places are available than requested, the applications will be considered together as one application. The academy will then admit all the applicants, including in infant classes, where it would be an exception to the infant class size limit, unless this would prejudice the efficient provision of education or use of resources.*

32 *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 admit all the applicants, except in infant classes, where the infant class size limit still applies, or where this would prejudice the efficient provision of education or use of resources. In these circumstances, only one place would be offered.*

### **Children of Staff**

33 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at Waddington Redwood Primary Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

### **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, 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.*

### **Nearest state-funded school**

36 *For the purposes of admissions, the nearest school is the nearest state-funded, non-selective, mainstream school to the child's address admitting children to the relevant year group. Independent schools, grammar schools and non-mainstream schools are not included. The distance from home to the nearest state-funded school is measured in the same way as indicated in the following paragraph. If you are not sure which is the nearest state-funded school to your home address, you can enter your postcode and address in this County Council website to find out: <https://www.lincolnshire.gov.uk/find-nearest-school>. If you are not able to use the internet, please telephone 01522 782030 for help.*

### **Distance**

37 *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, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child's home to the gate at the main entrance to the academy on Redwood Drive, Waddington.*

## PRIORY WITHAM ACADEMY

### ADMISSION ARRANGEMENTS for 2023

### PRE-SCHOOL CHILDREN (age 2 to 4 years)

1 The admission authority for Priory Witham Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 13 December 2021. They form part of the Trust’s admission policy. Pre-school settings are not covered by the government’s statutory guidance in the School Admissions Code but the Trust has generally followed this guidance where appropriate. This is to ensure compatibility with the academy’s admission arrangements for other age groups.

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

2 Priory Witham Academy will provide the following number of pre-school places in the school year 2023/24 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.

3 The academy admits more children than the number of pre-school 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.

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

##### **Process of application**

4 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.

5 Accepting a place in any part of the pre-school provision does not guarantee a place in the Reception Year (age 5) at 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.

6 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.

### **Operation of waiting lists**

7 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 (sometimes called a reserve 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.

8 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.

9 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, except in the case of the second of two twins (see paragraph 25). Children can move up or down the waiting list because 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. 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.

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

10 Priory Witham Academy will consider all applications for pre-school places at the academy. Where the number of applications is less than or equal to the number of pre-school places available at the relevant time in each age group, we will offer places to all those who have applied.

11 Where the number of applications is greater than the number of places available, Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

12 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

*The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the age group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, 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, or who has been appointed to a vacant post for which there is a demonstrable skill shortage
- f. children who live nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

*In the event that two or more applicants under criterion 12f live the same straight-line distance from the school, the place or places will be allocated at random by an independent person*

### **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. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

- a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

*Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.*

- 14 For late applications and in-year applications the Trust will also consider whether:
- a) an application from that address would normally succeed in an oversubscribed year
  - b) any child on the reserve list has a higher priority under the oversubscription criteria
  - c) the admission of another child would seriously prejudice the efficient provision of education or use of resources.

## **APPEALS**

15 You do not have the same right of appeal in a pre-school setting as the parent of a child of statutory school age. The Trust has, however, provided an appeal route for those parents whose child is refused a place. 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 pre-school place at the academy.

## **FAIR ACCESS PROTOCOL**

16 The academy and Trust will participate fully in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

## **CONCERNS ABOUT APPLICATIONS**

17 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 and previously looked after children***

18 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.

19 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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

20 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).

21 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.

22 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***

23 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 pre-school setting.

### ***Siblings***

24 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.

25 *In the case of twins, the strict child/adult ratios we need to maintain mean that it may not be possible to offer two places to twins at the same time. We will offer a place to one of the twins and accept the other for the next available place in the relevant age group, irrespective of other applications. One twin could take up the place while the other waited for the second place to become available, or parents might wish both to start at the same time once both places become available. As children move from one age group to another at different times of year, the availability of places is reviewed approximately monthly. The same approach would be extended for triplets or other multiple births.*

26 *Applications from two children born separately but in the same age group will be treated as two separate applications.*

### **Children of staff**

27 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at the Priory Witham Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

### **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 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.*

### **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, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child's home to the gate at the main entrance to the academy on De Wint Avenue, Lincoln).*

## PRIORY WITHAM ACADEMY

### ADMISSION ARRANGEMENTS for 2023

#### PRIMARY-AGE CHILDREN (Reception to Year 6)

1 The admission authority for Priory Witham Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 13 December 2021. 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).

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

2 Priory Witham Academy will have the following published admission number (PAN) for the relevant year group in the school year 2023/24 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).

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

##### **Process of application**

3 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.

4 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: <https://www.lincolnshire.gov.uk/school-admissions> 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.

5 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.

6 The academy will normally admit pupils into the designated year group for their age. The academy will, however, consider applications from summer-born children (born after 1 April) to begin school in the Reception Year 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.

7 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 – 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 2022 for admission in September 2023). 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 – 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
  - 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. If we are not able to offer a place, you can appeal against that decision.

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

8 Priory Witham Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

9 Where the number of applications is greater than the published admission number, Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

10 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

*The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, 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, or who has been appointed to a vacant post for which there is a demonstrable skill shortage.
- e. children who live nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

*In the event that two or more applicants under criterion 10e live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority.*

## **IN-YEAR ADMISSIONS**

11 The Academy will consider all applications to year groups in which the school provides education. If the Academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the Academy will admit the child. In the event that such an application would cause an infant class (Reception Year, Year 1 and Year 2) to be unlawfully large, it may be necessary to refuse a place.

12 If there are more applications than places then the same oversubscription criteria set out for the Reception Year above will be used to decide who should be offered places.

13 You should make in-year applications through Lincolnshire County Council or directly to the academy. You can apply online at <https://www.lincolnshire.gov.uk/school-admissions>. Details of Lincolnshire's coordinated scheme for in-year admissions can be found at <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>. You can also apply by telephone on 01522 782030, or you can ask for a hard copy application form by telephoning 01522 782030 or emailing [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk). Hard copy applications can be returned to Lincolnshire County Council or to the academy.

14 We will aim to respond within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

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

15 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**

16 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. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

- a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

*Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.*

17 For late applications and in-year applications the Trust will also consider whether:

- a) an application from that address would normally succeed in an oversubscribed year
- b) any child on the reserve list has a higher priority under the oversubscription criteria
- c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

## **OPERATION OF PRIMARY WAITING LISTS**

18 The academy will operate a waiting list (sometimes called a reserve 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.

19 The waiting list for the normal intake to the Reception Year at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 16 April until the end of August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. After the beginning of September each year the waiting list is managed by the academy.

20 Where places become available the academy 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. Children can move up or down the waiting list because the 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.

21 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**

22 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. 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.

## **FAIR ACCESS PROTOCOL**

23 The academy and Trust will participate fully in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

## **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. 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 and previously 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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were*

*accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

27 *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).*

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 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.*

31 *In the case of twins or other children from multiple births and where fewer places are available than requested, the applications will be considered together as one application. The academy will then admit all the applicants, including in infant classes, where it would be an exception to the infant class size limit, unless this would prejudice the efficient provision of education or use of resources.*

32 *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 admit all the applicants, except in infant classes, where the infant class size limit still applies, or where this would prejudice the efficient provision of education or use of resources. In these circumstances, only one place would be offered.*

### **Children of staff**

33 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at the Priory Witham Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust’s academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

## **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, 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.*

## **Distance**

36 *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, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child's home to the gate at the main entrance to the academy on De Wint Avenue, Lincoln).*

## PRIORY WITHAM ACADEMY

### ADMISSION ARRANGEMENTS for 2023

### SECONDARY-AGE CHILDREN (Year 7 to Year 13)

1 The admission authority for Priory Witham Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 13 December 2021. 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).

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

2 Priory Witham Academy will have the following published admission numbers (PAN) in the relevant year groups for the school year 2023/24 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 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)
- b) 10 places in Year 12, in addition to those for students from Priory Witham Academy who wish to stay on into the sixth form.

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

3 For places in Year 7 please go to paragraphs 4–9.  
For places in the sixth form please go to paragraphs 10–16.  
Then, for important information for all age groups, please go to paragraphs 17–42.

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

##### **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: <https://www.lincolnshire.gov.uk/school-admissions>. 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 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 – 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 2022 for admission in September 2023). 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 – 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
  - Priory Witham Academy sends a list of pupils to be offered places by the Trust to the 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. If we are not able to offer a place, you can appeal against that decision.

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

7 Priory Witham Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

8 Where the number of applications is greater than the published admission number, Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

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

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

9 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

*The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, 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 who live nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

*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 a person independent of the academy and the local authority.*

## **APPLICATIONS TO THE SIXTH FORM**

10 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 Priory Witham Academy.

11 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.

12 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/page/?title=Admissions&pid=42>

## **Process of application**

13 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**

14 Priory Witham Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

15 Where the number of applications is greater than the published admission number, Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

## **Oversubscription criteria for Year 12**

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

16 After the admission of pupils with EHC plans, the academy will consider applications for the remaining places against the criteria set out below.

*The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, 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 16c 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 16c live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.*

## **IN-YEAR ADMISSIONS**

17 The academy will consider all applications to year groups in which the school provides education. If the academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the academy will admit the child.

18 If there are more applications than places then the same oversubscription criteria set out for the relevant year groups above will be used to decide who should be offered places. We will use the criteria for Year 7 for applications in Years 7–11, and the criteria for Year 12 for applications in the sixth form.

19 For places in Years 7 to 11, you should make in-year applications through Lincolnshire County Council or directly to the academy. You can apply online at <https://www.lincolnshire.gov.uk/school-admissions>. Details of Lincolnshire’s coordinated scheme for in-year admissions can be found at <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>. You can also apply by telephone on 01522 782030, or you can ask for a hard copy application form by telephoning 01522 782030 or emailing [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk). Hard copy applications can be returned to Lincolnshire County Council or to the academy. In-year applications to the sixth form must be made directly to the academy.

20 We will aim to respond within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

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

21 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**

22 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. The Trust will not refuse a place to a child of relocating service

personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

- a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

*Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.*

23 For late applications and in-year applications the Trust will also consider whether:

- a) an application from that address would normally succeed in an oversubscribed year
- b) any child on the reserve list has a higher priority under the oversubscription criteria
- c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

## **OPERATION OF SECONDARY WAITING LISTS**

24 The academy will operate a waiting list (sometimes called a reserve 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.

25 The waiting list for the normal intake to Year 7 at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 1 March until the end of August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. After the beginning of September each year, the waiting list is managed by the academy.

26 Where places become available the academy 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. Children can move up or down the waiting list because the 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.

27 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**

28 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. Sixth form applicants and applicants over the statutory school leaving age can exercise this right of appeal themselves. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. 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**

29 The academy and Trust will participate fully in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

## **CONCERNS ABOUT APPLICATIONS**

30 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 or previously looked after children***

31 *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.*

32 *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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

33 *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).*

34 *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.*

35 *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**

36 *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.*

37 *In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where fewer places are available than requested, the application will be considered together as one application. The academy will then admit all the applicants, unless this would prejudice the efficient provision of education or use of resources.*

### **Children of staff**

38 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at Priory Witham Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust’s academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

### **Home address**

39 *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.*

40 *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.*

***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, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child's home to the gate at the main entrance to the academy on De Wint Avenue, Lincoln).*

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

*42 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.*