

THE PRIORY FEDERATION OF ACADEMIES

ADMISSION POLICY 2019

APPLICATION

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

The Priory Academy LSST
The Priory Belvoir Academy
The Priory City of Lincoln Academy
Ling Moor Primary Academy
The Priory Pembroke Academy
The Priory Ruskin Academy
The Priory Witham Academy.

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

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

4 The Trust determined the admissions policy on 11 December 2017. The policy includes the admission arrangements for each of the Federation’s Academies, which are set out and determined individually.

PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

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

- a) the admission arrangements in that academy were consulted upon in at least one of the previous six years; and
- b) there have been no changes, or proposed changes, in the admissions arrangements in that academy since the last consultation.

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

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

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

Determination of admission arrangements

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

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

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

Representations about admission arrangements

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

Publication of admission arrangements

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

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

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

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

THE PRIORY BELVOIR ACADEMY

ADMISSION ARRANGEMENTS 2019

1 The admission authority for the Priory Belvoir Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 22 January 2018. 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.

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

3 The Trust aims to remove any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

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

ADMISSION NUMBER

4 The Priory Belvoir Academy will have the following agreed admission numbers for the year 2019/2020 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

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

6 Parents resident in 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.

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

- a) By 1 September – The Priory Belvoir Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of October – The Priory Belvoir Academy will provide opportunities for parents to visit the Academy.
- c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.
- c) Between 1 November and 28 February –
 - the local authority sends application information to the academy for consideration by the Trust.
 - the Priory Belvoir Academy sends a list of pupils to be offered places by the Trust to local authority.
- d) 1 March - the relevant local authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code.

Oversubscription criteria for Year 7

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

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

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

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

- b. children who live in the catchment area

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

In the event of more applicants than places under criterion 10b, they will be ranked in priority order using criteria 10c, 10d, 10e and 10f below.

- c. siblings of pupils who are on the roll of the academy at the time of application
- d. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application
- e. children who will have attended a feeder school for at least two years before the time of transfer (that is, were admitted to the feeder school before or at the start of the autumn term in 2017)

The feeder schools for The Priory Belvoir Academy are:

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

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

In the event of more applicants than places under criteria 10c, 10d or 10e above, children living nearest to the academy have priority, using criterion 10f.

- f. children who live nearest to the Academy measured by the straight-line distance from 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 10f live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person

- g. children of staff recruited after 1st March in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

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

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

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

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

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

OPERATION OF WAITING LISTS

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

14 When places become vacant the Trust will allocate the places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

RIGHT OF APPEAL

15 Parents or carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel. The appeal panel is set up under the School Admission Appeals

Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

FAIR ACCESS PROTOCOL

16 The Academy and Trust will participate fully with the Leicestershire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible.

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

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).

20 *'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).

Siblings

23 A sibling is defined as:

- a natural brother or sister, whether or not a resident in the same household

- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)*
- *any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.*

The position of twins and siblings in the same year group

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

Distance

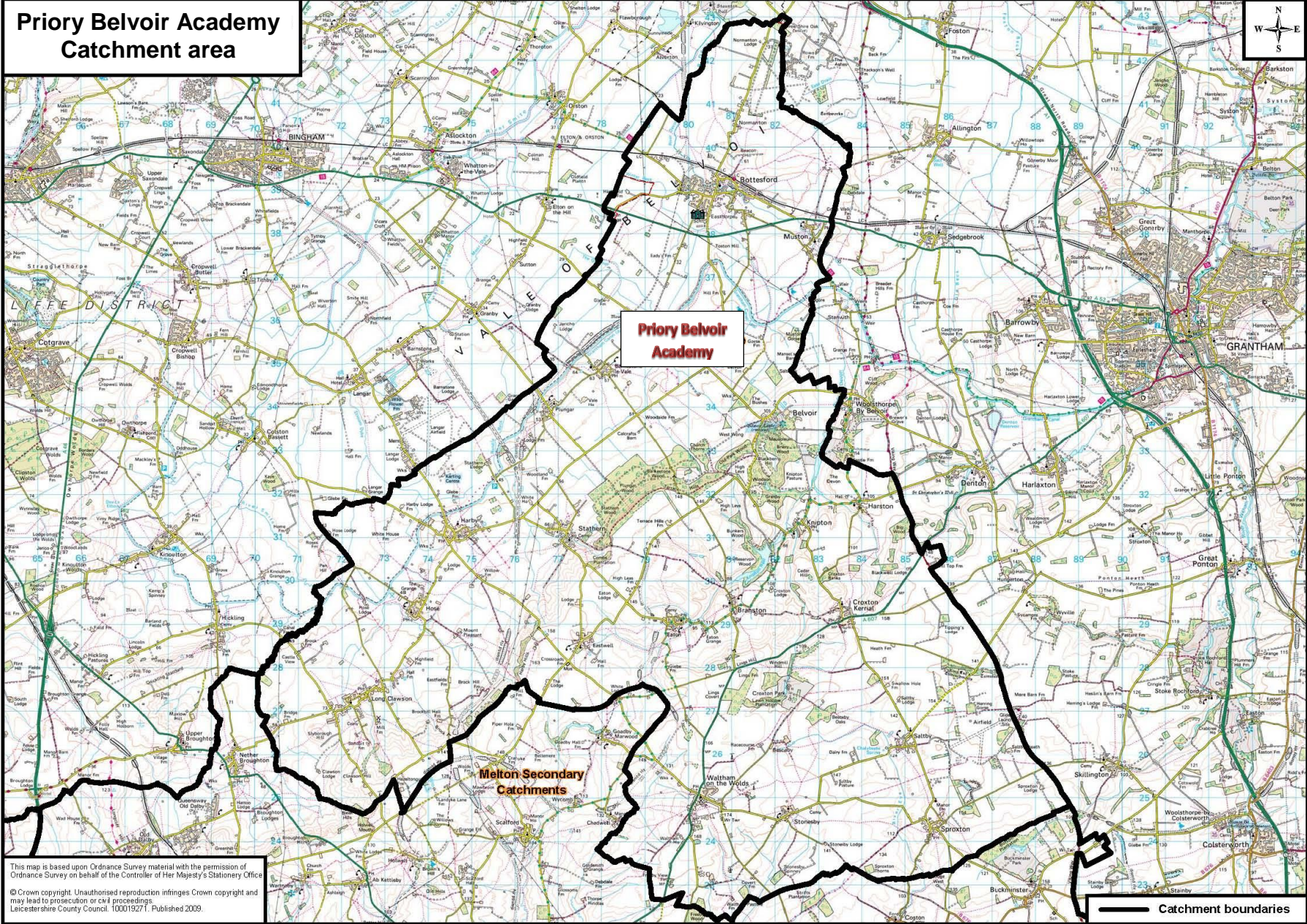
25 *Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Leicestershire County Council school admissions team from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance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

Home address

26 *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.*

27 *In the case of a child who normally lives during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight-line distance to the academy. If a family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. 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.*

Priority Belvoir Academy Catchment area



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

— Catchment boundaries

THE PRIORY CITY OF LINCOLN ACADEMY

ADMISSION ARRANGEMENTS 2019

1 The admission authority for the Priory City of Lincoln Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 11 December 2017. 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.

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

3 The Trust aims to remove any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

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

ADMISSION NUMBER

4 The Priory City of Lincoln Academy will have the following agreed admission numbers for the year 2019/2020 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

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

FINDING YOUR WAY ROUND THESE ADMISSION ARRANGEMENTS

5 For places in Year 7 please go to paragraphs 6 – 16.
For places in the sixth form please go to paragraphs 17 – 21.

Then, for important information for all age groups, please go to paragraphs 22 – 38.

APPLICATIONS TO YEAR 7

Process of application

6 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.

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

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

- a) By 1 September – The Priory City of Lincoln Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of October – The Priory City of Lincoln Academy will provide opportunities for parents to visit the academy.
- c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.
- d) Between 1 November and 28 February –
 - the local authority sends application information to the academy for consideration by the Trust
 - the Priory City of Lincoln Academy sends a list of pupils to be offered places by the Trust to local authority.
- e) 1 March - the relevant local authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code.

Admissions through aptitude for sport in Year 7

9 The Priory City of Lincoln Academy will admit up to 15 pupils to Year 7 on the basis of their aptitude for sport. Parents who wish to seek a place at the academy for their child based on aptitude for sport should present their child for assessment. The aptitude

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

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

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

12 The Trust will only consider those applicants who achieve a minimum standard in the assessment for the places available on the basis of aptitude for sport. Parents who wish to know whether their child has met the minimum standard for consideration for an aptitude place can request that information, prior to application, from the academy.

Other admissions to Year 7

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

Oversubscription criteria for Year 7

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

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

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

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

In the event that more than 15 applicants achieve the minimum standard, the 15 places will be offered to the applicants with the highest scores in the assessment. Any remaining applicants will then be considered along with other applicants using the criteria in paragraphs 16c to 16f 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 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

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

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

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

- f. children of staff recruited after 1st March in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

APPLICATIONS TO THE SIXTH FORM

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

Process of application

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.

Oversubscription criteria for Year 12

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

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

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

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

Where the application of this criterion still leaves more students than places, then the students' total points scores in GCSE examinations will be taken into account, in order, starting with the highest score. In the case of tied scores, then the distance from home to the academy will be used as in paragraph 21c below.

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

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

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

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

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

23 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.

OPERATION OF WAITING LISTS

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

25 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

RIGHT OF APPEAL

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

FAIR ACCESS PROTOCOL

27 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible.

CONCERNS ABOUT APPLICATIONS

28 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

29 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.

30 *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).*

31 *'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).*

32 *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.*

33 *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

34 *A sibling is defined as:*

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

The position of twins and siblings in the same year group

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

Distance

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 from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance to the academy on Skellingthorpe Road, Lincoln).*

Home address

37 *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.

38 In the case of a child who normally lives during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the school. If a family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. 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.

LING MOOR PRIMARY ACADEMY

ADMISSION ARRANGEMENTS 2019

1 The admission authority for the Ling Moor Primary Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 22 January 2018. 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.

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

3 The Trust aims to remove any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

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

ADMISSION NUMBER

4 The Ling Moor Primary Academy will have the following agreed admission number for the year 2019/2020 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

5 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.

6 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: www.lincolnshire.gov.sch.uk/schooladmissions. You can also apply by

telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through the local authority in which they live.

7 The 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. They must ensure their child begins school by the beginning of the following summer term, or when the child is of compulsory school age (the start of the term after their fifth birthday), whichever comes first. 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.

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

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

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

- a) By 1 September – the Ling Moor Primary Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of November – the Ling Moor Primary Academy will provide opportunities for parents to visit the academy.
- c) By 15 January – parents complete the CAF and return it to the relevant local authority to administer

d) Between 15 January and 15 April –

- the local authority sends application information to the academy for consideration by the Trust
- The Ling Moor Primary Academy sends a list of pupils to be offered places by the Trust to local authority.

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

Oversubscription criteria for the Reception Year (age 5)

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

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

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

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

In the event of more applicants than places under criteria 12b, 12c or 12d above, children living nearest to the academy have priority, using criterion 12e.

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

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

- f. children of staff recruited after 16th April in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions..

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

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

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.

OPERATION OF WAITING LISTS

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

16 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

RIGHT OF APPEAL

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

FAIR ACCESS PROTOCOL

18 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible.

CONCERNS ABOUT APPLICATIONS

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

DEFINITIONS

Looked after children

20 A *'looked after child'* is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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

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

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

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

Siblings

25 A sibling is defined as:

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

The position of twins and siblings in the same year group

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

27 In the case of more than one child applying to join the same year group and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, except in infant classes, where the infant class size limit still applies and only one place would be offered.

Distance

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

Home address

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

30 In the case of a child who normally lives during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the academy. If a family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. 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.

THE PRIORY PEMBROKE ACADEMY

ADMISSION ARRANGEMENTS 2019

1 The admission authority for the Priory Pembroke Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 22 January 2018. 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.

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

3 The Trust aims to remove any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

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

ADMISSION NUMBER

4 The Priory Pembroke Academy will have the following agreed admission number for the year 2019/2020 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

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

6 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: www.lincolnshire.gov.sch.uk/schooladmissions. You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents

resident in other areas must apply through the local authority in which they live.

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

- a) By 1 September – The Priory Pembroke Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of October – The Priory Pembroke Academy will provide opportunities for parents to visit the academy.
- c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.
- d) Between 1 November and 28 February –
 - the local authority sends application information to the academy for consideration by the Trust
 - the Priory Pembroke Academy sends a list of pupils to be offered places by the Trust to local authority.
- e) 1 March - the relevant local authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code.

Oversubscription criteria for Year 7

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

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

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

- a. looked after children, or previously looked after children, sometimes referred to as children in public care
- b. siblings of pupils who are on the roll of the academy at the time of application

- c. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application

In the event of more applicants than places under criteria 10b and 10c above, children living nearest to the academy have priority, using criterion 10d.

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

In the event that two or more applicants under criterion 10d live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.

- e. children of staff recruited after 1st March in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

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

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

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

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

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

- the views of the headteacher.

OPERATION OF WAITING LISTS

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

14 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

RIGHT OF APPEAL

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

FAIR ACCESS PROTOCOL

16 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible.

CONCERNS ABOUT APPLICATIONS

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

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).*

20 *'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).*

Siblings

23 *A sibling is defined as:*

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

The position of twins and siblings in the same year group

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

Distance

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

Home address

26 *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.*

27 *In the case of a child who normally lives during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the academy. If a family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. 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.*

THE PRIORY ACADEMY LSST

ADMISSION ARRANGEMENTS 2019

1 The admission authority for the Priory Academy LSST is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 11 December 2017. 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.

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

3 The Trust aims to remove any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

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

ADMISSION NUMBER

4 The Priory Academy LSST will have the following published admission numbers for the year 2019/2020 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

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

FINDING YOUR WAY ROUND THESE ADMISSION ARRANGEMENTS

5 For places in Year 7 please go to paragraphs 6 – 19.
For day places in the sixth form please go to paragraphs 20 – 24.
For boarding places in the sixth form please go to paragraphs 20 and 25 – 29

Then, for important information for all age groups, please go to paragraphs 30 – 47.

APPLICATIONS TO YEAR 7

Process of application

6 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.

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

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

- a) By 1 September – The Priory Academy LSST will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of October – The Priory Academy LSST will provide opportunities for parents to visit the academy.
- c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.
- c) Between 1 November and 28 February –
 - the local authority sends application information to the academy for consideration by the Trust
 - the Priory Academy LSST sends a list of pupils to be offered places by the Trust to local authority.
- d) 1 March - the relevant local authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code.

Admissions through aptitude for technology in Year 7

9 The Priory Academy LSST will admit up to 24 pupils to Year 7 on the basis of their

aptitude for technology. Parents who wish to seek a place at the academy for their child based on aptitude for technology should present their child for assessment. The assessment takes place in the first half of the autumn term before the year of entry (that is, when the child is in Year 6). The date of the assessment is available from the Priory Academy LSST.

10 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.

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

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

Other admissions to Year 7

13 For other places, the academy will allocate two places for pupils at each of the 50 primary schools listed below in paragraph 19. The academy will also allocate two places to the group of applicants not attending any of the 50 primary schools. For the purposes of these arrangements these applicants will be treated as if they attended a 51st school named 'Other Primary School'. The remaining places are then divided on a pro-rata basis and allocated to the 51 primary schools to give each of the 51 schools an allocation for that year. Applications from pupils at each of the 51 primary schools are then treated separately.

14 This calculation is done in advance and is based on the number of children on roll in Year 5 in each of the primary schools, which will be the year group to be admitted to Year 7 at the academy. The number on the roll in Year 5 for 'Other Primary School' will be taken as the average roll in Year 5 across the 50 schools named in paragraph 19. The number of places for each school will be taken to the nearest whole number. The allocations will be published on the academy's website.

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

Oversubscription criteria for Year 7

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

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

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

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

In the event that more than 24 applicants achieve the minimum standard, the 24 places will be offered to the applicants with the highest scores in the assessment. Any remaining applicants will then be considered along with other applicants using the criteria in paragraphs 18c to 18f below. In the event that fewer than 24 applicants achieve the minimum standard, they will all be admitted and those places will be added to those available using criteria 18c to 18f below.

- c. for each of the 50 primary schools listed below in paragraph 19 and the group of applicants from 'Other Primary School', that school's allocation from the applications from that school

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

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

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

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

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

- g. children of staff recruited after 1st March in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

19 The 50 primary schools referred to above are:

Bassingham Primary School	Lincoln Westgate Academy
Bracebridge Heath St John's Primary School	Navenby Church of England Primary School
Branston Junior School	Nettleham Church of England Aided Junior School
Brant Broughton C of E and Methodist School	Nocton Community School
Cherry Willingham Primary School	North Hykeham All Saints Church of England Primary School
Coleby Church of England Primary School	North Hykeham Fosse Way Academy
Eagle Community Primary School	North Hykeham Ling Moor Academy
Fiskerton Church of England Primary School	North Scarle Primary School
Harby Queen Eleanor Primary School	Potterhanworth Church of England Primary School
Heighington Millfield Primary Academy	Reepham Church of England Primary School
Ingham Primary School	Saxilby Church of England Primary School
Lincoln Birchwood Junior School	Scampton Church of England Primary School
Lincoln Bishop King Church of England Community Primary School	Scampton Pollyplatt Primary School
Lincoln St Giles Academy	Scothern Ellison Boulters Church of England Primary School
Lincoln Ermine Primary Academy	Skellingthorpe St Lawrence Church of England Primary School
Lincoln Hartsholme Academy	Skellingthorpe The Holt Primary School
Lincoln Leslie Manser Primary School	South Hykeham Community Primary School
Lincoln Manor Leas Junior School	Swinderby All Saints Church of England Primary School
Lincoln Monks Abbey Primary School	Thorpe on the Hill St Michael's Church of England Primary School
Lincoln Our Lady of Lincoln Catholic Primary School	Waddington All Saints Primary School
Lincoln St Faith and St Martin Church of England Junior School	Waddington Redwood Primary School
Lincoln Saint Hugh's Catholic Primary School	Washingborough Academy
Lincoln St Peter at Gowts Church of England Primary School	Welbourn Church of England Primary School
Lincoln The Meadows Primary School	Witham St Hugh's Academy
Lincoln The Priory Witham Academy - Primary	
Lincoln The Sir Francis Hill Primary School	

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

APPLICATIONS TO THE SIXTH FORM

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

Process of application – day places

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

directly to the academy.

Oversubscription criteria for Year 12 – day places

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

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

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

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

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

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

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

Process of application – boarding places

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

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

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

Oversubscription criteria for Year 12 – boarding places

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

28 Where the number of applications for admission to boarding places is greater than the published admissions number, the Trust will consider applications against the criteria set out below.

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

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

Applicants who fall within the criteria in 29c need to submit a letter of support from an appropriate authority/employer demonstrating that the parent fulfils one of these criteria.

- d. students on roll at the Trust's other Academies offering secondary education:
- the Priory Belvoir Academy
 - the Priory City of Lincoln Academy
 - the Priory Pembroke Academy
 - the Priory Ruskin Academy
 - the Priory Witham Academy.
- e. students wishing to study the academy's specialist subjects (science and technology subjects)
- f. other applicants.

In the event of oversubscription within each criterion 29b to 29f above, priority will first be given to those children living furthest away from the academy within the UK; and then to children living outside the UK who live closest to the academy. In the event that two or more applicants under criterion 29b to 29f live the same straight-line distance from the school, the place or places will be allocated at random by an independent person.

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

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

31 Where boarding places are available within Year 13 (that is, when there are fewer than 30 boarding pupils in the year group) the academy will admit additional pupils up to this number using the oversubscription criteria for boarding places in Year 12 set out in paragraphs 27 to 29 above.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

32 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.

OPERATION OF WAITING LISTS

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

34 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

RIGHT OF APPEAL

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

FAIR ACCESS PROTOCOL

36 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible.

CONCERNS ABOUT APPLICATIONS

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

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).

40 '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.

The position of twins and siblings in the same year group

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

Distance

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

Home address

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, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the school. If a family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. 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.*

THE PRIORY RUSKIN ACADEMY

ADMISSION ARRANGEMENTS 2019

1 The admission authority for the Priory Ruskin Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 22 January 2018. 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.

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

3 The Trust aims to remove any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

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

ADMISSION NUMBER

4 The Priory Ruskin Academy will have the following agreed admission numbers for the year 2019/2020 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

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

FINDING YOUR WAY ROUND THESE ADMISSION ARRANGEMENTS

5 For secondary school places in Year 7 please go to paragraphs 6 – 26.
For places in the sixth form please go to paragraphs 27 - 33.

Then, for important information for all age groups, please go to paragraphs 34 – 51.

APPLICATIONS TO YEAR 7

Process of application

6 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.

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

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

- a) By 1 September – The Priory Ruskin Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of October – The Priory Ruskin Academy will provide opportunities for parents to visit the academy.
- c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.
- d) Between 1 November and 28 February –
 - the local authority sends application information to the academy for consideration by the Trust
 - the Priory Ruskin Academy sends a list of pupils to be offered places by the Trust to local authority.
- e) 1 March - the relevant local authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code.

Admissions through aptitude for sport or visual arts in Year 7

9 The Priory Ruskin Academy will admit up to 11 pupils to Year 7 on the basis of their aptitude for sport and up to 10 pupils on the basis of their aptitude for the visual arts. These numbers may vary from year to year but the total number of places offered on the basis of

aptitude will not exceed 21. Parents who wish to seek a place at the academy for their child based on aptitude for sport or visual arts should present their child for assessment. The assessment takes place July of the summer term before applications are made (that is, when the child is towards the end of Year 5). The date of the assessment is available from the Priory Ruskin Academy.

10 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.

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

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

Other admissions to Year 7

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

- zone 1: living less than 1 mile from the academy – 34%
- zone 2: living 1 mile or more but less than 1.5 miles – 27%
- zone 3: living 1.5 miles or more but less than 2 miles – 16%
- zone 4: living 2 miles or more but less than 8 miles – 18%
- zone 5: living 8 miles or more from the academy – 5%

Oversubscription criteria for Year 7

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

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

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

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

In the event that more than 11 applicants achieve the minimum standard in sport, the 11 places will be offered to the applicants with the highest scores in the assessment. In the event that more than 10 applicants achieve the minimum standard in visual arts, the 10 places will be offered to the applicants with the highest scores in the assessment. Any remaining applicants will then be considered along with all other applicants using the criteria in paragraphs 16c to 16f below.

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

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

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

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

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

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

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

- g. children of staff recruited after 1st March in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

APPLICATIONS TO THE SIXTH FORM

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

Process of application

18 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.

Oversubscription criteria for Year 12

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

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

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

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

Where the application of this criterion still leaves more students than places, then the students' total points scores in GCSE examinations will be taken into account, in order, starting with the highest score. In the case of tied scores, then the distance from home to the academy will be used as in paragraph 21c 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 21c live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person,

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

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

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

23 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.

OPERATION OF WAITING LISTS

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

25 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

RIGHT OF APPEAL

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

FAIR ACCESS PROTOCOL

27 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible.

CONCERNS ABOUT APPLICATIONS

28 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

29 *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.*

30 *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).*

31 *'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).*

32 *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.*

33 *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

34 A sibling is defined as:

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

The position of twins and siblings in the same year group

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

Distance

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 from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance to the academy on Rushcliffe Road, Grantham).

Home address

37 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.

38 In the case of a child who normally lives during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the academy. If a family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. 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.

THE PRIORY WITHAM ACADEMY

ADMISSION ARRANGEMENTS 2019

1 The admission authority for the Priory Witham Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 2 January 2018. 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.

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

3 The Trust aims to remove any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

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

NUMBERS OF PRE-SCHOOL PLACES

4 The Priory Witham Academy will provide the following number of pre-school places in the school year 2019/2020 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 3rd birthday
- b) 32 nursery places for children turning 3 years old, from the beginning of the term before their 3rd birthday until the end of the school year before their 4th 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.

5 The academy admits more children than the number of places available because many children attend for part of the school week. It is not possible to state how many part-

time or full-time children are admitted to each stage of the pre-school provision. This is because the number of places available at any time depends on how many children have already been admitted, how long they stay and whether they attend full-time or part-time. The academy also has to stay within permitted staffing ratios.

ADMISSION NUMBERS FOR SCHOOL PLACES

6 The Priory Witham Academy will have the following agreed admission numbers for the school year 2019/2020 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

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

FINDING YOUR WAY ROUND THESE ADMISSION ARRANGEMENTS

- 7 For pre-school places (age 2 to 4) please go to paragraphs 8 – 14
For primary school places in the Reception Year please go to paragraphs 15 – 22
For secondary school places in Year 7 please go to paragraphs 23 – 28.
For places in the sixth form please go to paragraphs 29 - 33.

Then, for important information for all age groups, please go to paragraphs 34 – 51.

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

Process of application

8 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. A more detailed document giving the full range of types of places available is available from the academy's website (www.priorywitham.co.uk/) and as a printed copy from the academy.

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

10 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..

11 The academy will keep a waiting list for the whole year in each of the age groups in which it provides pre-school places. A child's position on a waiting list is determined only by the oversubscription criteria, irrespective of the time the child has been on the waiting list. Each waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or a child leaves the waiting list.

Oversubscription criteria for pre-school places

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

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

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

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

In the event of more applicants than places under criteria 14b, 14c, 14d or 14e above, children living nearest to the academy have priority, using criterion 14f.

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

In the event that two or more applicants under criterion 14f live the same straight-line distance from the school, the place or places will be allocated at random by an independent person

- g. children of staff recruited after 16th April in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

APPLICATIONS TO THE RECEPTION YEAR (age 5)

Process of application

15 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 the prospective pupil lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

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

17 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. They must ensure their child begins school by the beginning of the following summer term, or when the child is of compulsory school age (the start of the term after their fifth birthday), whichever comes first. 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.

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

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

- a) By 1 September – The Priory Witham Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of November – The Priory Witham Academy will provide opportunities for parents to visit the academy.
- c) By 15 January – parents complete the CAF and return it to the relevant local authority to administer
- d) Between 16 January and 15 April –
 - the local authority sends application information to the academy for consideration by the Trust
 - the Priory Witham Academy sends a list of pupils to be offered places by the Trust to the local authority.
- e) 16 April - the relevant local authority will make the offers of places to parents of pupils joining primary provision on behalf of the Trust, as required by the School Admissions Code.

Oversubscription criteria for the Reception Year (age 5)

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

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

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

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

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

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

In the event that two or more applicants under criterion 22e live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person

- f. children of staff recruited after 16th April in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

APPLICATIONS TO YEAR 7 (age 11)

Process of application

23 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.

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

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

- a) By 1 September – The Priory Witham Academy will publish in its prospectus information about the arrangements for admission, including oversubscription

criteria, for the following September (for example in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.

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

Oversubscription criteria for Year 7 (age 11)

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

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

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

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

In the event of more applicants than places under criteria 28b or 28c above, children living nearest to the academy have priority, using criterion 28d.

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

In the event that two or more applicants under criterion 28d live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person

- e. children of staff recruited after 1st March in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

APPLICATIONS TO THE SIXTH FORM

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

Process of application

30 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.

Oversubscription criteria for Year 12

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

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

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

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

Where the application of this criterion still leaves more students than places, then the students' total points scores in GCSE examinations will be taken into account, in order, starting with the highest score. In the case of tied scores, then the distance from home to the academy will be used as in criterion 33c 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 33c live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.

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

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

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

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

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

OPERATION OF WAITING LISTS

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

37 Where places become vacant the Trust will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

RIGHT OF APPEAL

38 Parents or carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel. This right of appeal applies to applications for admission from the age of 5 (Reception) upward. The appeal panel is set up under the School Admission Appeals Code. 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

39 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible.

CONCERNS ABOUT APPLICATIONS

40 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

41 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.

42 *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).*

43 *'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).*

44 *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.*

45 *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

46 *A sibling is defined as:*

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

The position of twins and siblings in the same year group

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

48 *In the case of more than one sibling applying to join the same year group and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, except in infant classes, where the infant class size limit still applies and only one place would be offered.*

Distance

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

Home address

50 *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.*

51 *In the case of a child who normally lives during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the academy. If a family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. 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.*