

# Admissions Policy

## Academy of Lincoln Trust

*(Lincoln Castle Academy)*



	<u>Name</u>	<u>Position</u>	<u>Date</u>	<u>Review Date</u>
Author:	Beverley Cranston	HR Manager	January 2019	January 2020
Reviewed by:	Louise Laming	Headteacher	January 2019	
Approved by:	ALT Trustees	March 2019		

Signed..... Date: .....

**This Policy has been approved by the ALT Trustees:**

Signed..... Date: .....

ISSUE	AUTHOR	DATE	DESCRIPTION OF CHANGE
1.0	Dawn Andrews	March 2017	Review
2.0	Dawn Andrews	March 2018	Review & Recommended Amendments
3.0	Beverley Cranston	March 2019	Review

## **Lincoln Castle Academy is an 11 to 18 Academy.**

**The published admission number for Year 7 is 175**

**Lincoln Castle Academy will offer up to 30 external places in Year 12 in addition to those students wishing to stay on into the sixth form.**

The Governing Body is responsible for the admission of pupils into the Academy. The responsibility for the granting or refusal of admission applications is delegated by the Governing Body to their Admissions Panel, comprising of three Governors and advised by the Headteacher. By law, the Governors must consider parents who have named the school who have applied online or used the common application form before any other parents. As an Academy, where Lincoln Castle Academy has more applications than places, the Governing Body will apply the following criteria in the order listed. Words marked with a number e.g. <sup>1 2 3</sup> are explained separately at the end.

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014) where the school is named. Remaining places will be allocated in accordance with this policy.

### **1. Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Lincoln Castle Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking 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

### **2. Process of application**

Applications for places in Year 7 at the Academy will be made in accordance with the co-ordinated admission arrangements in the local authority area in which the prospective pupil lives and will be made by the online portal provided and administered by the relevant local authority. Parents resident in Lincolnshire must apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) they can also apply by telephone or ask for a hard copy application form by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority.

Lincoln Castle Academy will use the following timetable for applications each year which, whenever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:

a) July/September/October – Lincoln Castle Academy will provide opportunities for parents to visit the Academy.

b) By 31 October – applications to be completed and returned to the relevant local authority to administer.

c) By 10 February – the Lincolnshire local authority applies the agreed scheme for own schools, informing other local authorities of offers to be made to their residents.

d) 1 March - offers made to parents of pupils joining secondary provision.

### **3. Oversubscription criteria for Year 7**

Students in the care of the local authority and children who have previously been in care, who are adopted, subject to a residence order or guardianship order.

There is a sibling who will still be attending the Academy when the child is due to start.

#### **Distance in the following order:**

- i) Where applicable, whether the child lives in the designated area for Academy transport.
- ii) Nearest School: measured by straight line distance.
- iii) The distance from the child's home to the Academy.

This means that, in most cases, pupils who live closest to the Academy are given priority.

### **4. Final tie-breaker**

If there are two or more applicants tied for the last place, allocation will be made on a random allocation. A lottery will be drawn by an independent person not employed by the school or working in Children's Services Directorate at the local authority.

### **5. Children of UK Service Personnel:**

Lincoln Castle Academy supports the Government's commitment to removing disadvantage for services children. Whilst the school is unable, according to the School Admission Code, to reserve places for blocks of service children or to refuse a place to such a child because the family does not currently live in the area, it may accept applications from parents moving into the area in advance and places may be allocated in advance provided that the application is accompanied by an official letter that declares the relocation date and a unit postal address or quartering area address for admissions purposes for a service child. All applications including late applications in the normal round and in-year applications will be considered and allocated against the published oversubscription criteria. The Academy will assess whether the application would have succeeded had the family been able to apply at the beginning of the school year for a pupil of that age. If this is the case, the Academy will offer the child a place even if the year group is full, unless this is viewed as impossible because of significant organisational or curriculum difficulties within the academy.

### **6. Explanations and definitions:**

- i) A child in public care, sometimes referred to as 'looked after', is a child who is in the care of a local authority or provided with accommodation by them in accordance with section 22 of the Children Act 1989 at the time of application. This definition includes previously looked after children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
- ii) Sibling:
  - A full brother or full sister, whether or not resident in the same household.
  - Another child normally resident for the majority (more than 50%) of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or Section 576 of the 1996 Education Act. (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.

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

## **7. Distance in the following order:**

### **Designated Area for Academy Transport**

The County Council's policy on the provision of School transport determines to which School/Academies parents are entitled to free transport for their children. Parents are informed of these School/Academies in the letter sent to them about admission to primary and secondary Academies. At other times, parents should check this carefully with the Academies Administration Section of the County Council.

### **Nearest School**

Whether this is the nearest school to the child's address; this is calculated by Lincolnshire County Council School Admissions Team using straight line distance.

## **8. Distance from home to Academy**

- ii) The way we measure distance is as follows:  
The closest address to the Academy is found by measuring the distance from your address to the Academy by using a straight line distance to the Academy. If any of the oversubscription criteria have too many applicants then the child living closer to the Academy will be offered the place.

### **Home address**

- iii) This is the address where the child lives for the majority of the Academy term time with a parent who has parental responsibility as defined in the Children Act 1989 Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a pupil's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and her or his property.

Where a child lives normally and habitually during the Academy week with more than one parent at different addresses, the home address for the purposes Academy admissions will be that of the parent who lives closest to the Academy in question.

Equally, where a family possesses more than one home, the Governing Body will take as the home address the address where the family and child normally live for the majority of the Academy term time.

The Governing Body has the right to investigate any concerns it may have with respect to the accuracy of information provided by parents on an application form and to withdraw the offer of an Academy place if there is evidence that parents have made fraudulent claims, for example concerning parental responsibility or address given.

## **9. Reserve list**

Subject to any provisions regarding waiting lists in the local authority's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. The list will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list for the relevant year, following an unsuccessful application. The list will be cleared at the end of each academic year for all midterm and coordinated applications.

Children's position on a waiting list will be determined solely in accordance with the criteria set out for the relevant year group above. Where places become vacant they will be allocated to children on the waiting list in the order determined by the oversubscription criteria.

If a family move into the area they may be placed higher on the reserve list because we take account of where you are in relation to the oversubscription criteria and not the length of time you have been on the list.

## **10. Right of Appeal**

There will be a right of appeal to an Independent Appeal Panel for the parents or carers of all unsuccessful applicants (except a parent of a child who has been permanently excluded twice from two schools). 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.

If parents wish to appeal against the decision not to admit their child to the Academy, they can either use the County's online appeals process (<http://www.lincolnshire.gov.uk/parents/schools/school-admissions>), or they can write to the Chairman of the Governors at the school address and mark the envelope 'Admission Appeal' by giving written notice to the Clerk to the Governing Body at Lincoln Castle Academy. The Clerk to the Governing Body will send the notice to the Clerk of the Independent Panel who will convene a meeting and invite the parent concerned. You should send your appeal to the Academy by the end of March.

The appeal will then be heard by an independent appeals panel under the direction of the Legal Service of Lincolnshire County Council. The decision of the independent appeal panel is binding on all parties.

Repeat appeals will not be considered in the same academic year unless there has been a significant change in circumstances

### **i) Mid-year admissions**

The Governors will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system.

Applications to transfer mid-year should be made through the County Council Admissions Team. The County Council then contacts school.

### **ii) Fraudulent Applications**

The Governing Body has the right to investigate any concerns it may have with respect to the accuracy of information provided by parents on an application form and to withdraw the offer of a place if there is evidence that parents have made misleading or fraudulent claims.

### **iii) Fair Access Protocols**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Such children are shared out to make sure no one School/Academy has to take too many of these children.

## **11. APPLICATIONS TO THE SIXTH FORM**

### **Process of application**

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

Lincoln Castle Academy will 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.

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

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

The criteria below will be applied in the order in which they are set out below:

a) students wishing to study the Academy's specialist subjects and, 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 the paragraph below;

b) a student who lives nearest to the Academy as the crow flies from the Academy's main entrance to the post office address point of the child's home.

### **For 2 year courses:**

It is hoped and anticipated that the vast majority of students who embark on a two year course will reach a successful completion after two years.

However, if a student decides, or is advised, to re-take one subject within their A Level course that will be conditional on places being available in the subject once the demand from the incoming Year 12 group has been met. Similarly, if a student wishes to take an additional AS level subject whilst in the second year of the A Level course, this will also be subject to places being available as above, as well as timetable constraints and efficient use of resources.

Students will only be admitted to the Sixth Form if they can demonstrate their suitability for Sixth Form Education in subjects, which the Academy can efficiently and effectively provide within the curriculum for the Sixth Form.

As an Academy, the Governing Body is responsible for determining the Academy's Admission Policy which will be reviewed on a regular basis.

The Governors welcome enquiries and encourage visits by parents with children during the school day. Please telephone the school office on 01522 529203 to arrange a visit.