

# Admissions Policy for September 2017 (LCA)

**Last Updated Monday 24th April 2017**

This document sets out the admission arrangements for **Lincoln Carlton Academy**. The policy links to Annex 1 of the Supplemental Funding Agreement between **Lincoln Carlton Academy** and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.

The School will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the Governing Body acting on behalf of CfBT Schools Trust. Lincoln Carlton Academy will participate in the co-ordinated admission arrangements operated by **Lincolnshire** County Council.

Notwithstanding these arrangements, the Secretary of State may direct **Lincoln Carlton Academy** to admit a named student to **Lincoln Carlton Academy** on application from a Local Authority. Before doing so the Secretary of State will consult the School.

## Document Index

1. [Admission arrangements approved by the Secretary of State](#)
2. [Process of application](#)
3. [Consideration of applications](#)
4. [Procedures where Lincoln Carlton Academy is oversubscribed](#)
5. [Operation of waiting lists](#)
6. [Arrangements for appeals panels](#)
7. [Arrangements for admitting students to other year groups, including to replace any students who have left Lincoln Carlton Academy](#)
8. [Admission of children below compulsory school age and deferred entry to school](#)
9. [Fraudulent or misleading applications](#)
10. [Fair Access Protocols](#)
11. [Review](#)

## 1. Admission arrangements approved by the Secretary of State

1.1 The admission arrangements for **Lincoln Carlton Academy** for the year 2017/2018 and, subject to any changes approved by the Secretary of State, for subsequent years, are:

- a) **Lincoln Carlton Academy** has an agreed admission number of 30 pupils, with the ability to over-offer up to 60 children. **Lincoln Carlton Academy** will accordingly admit 30 pupils in the relevant age group each year if sufficient applications are received.
- b) **Lincoln Carlton Academy** may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, **Lincoln Carlton Academy** will inform **Lincolnshire County Council** and reference this change on the school's website. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.
- c) We adhere to The School Admissions (Infant Class Sizes) (England) Regulations 2012 which states that no infant class may contain more than 30 pupils while an ordinary teaching session is conducted by a single school teacher.

## 2. Process of application

2.1 Arrangements for applications for places in Reception at Lincoln Carlton Academy will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements.

**2.2 To be considered for admission during the normal admission round (October 2016 to February 2017) and during the late admission period (February 2017 to end of August 2017), all applicants must complete and submit a Local Authority's common application form, including Lincoln Carlton Academy as one of their preferences.** The School will also provide information to the Local Authority for inclusion in



the composite prospectus, as required.

Where an applicant applies from **September 2017 onwards** for a place for admission between September 2017 and end of the Summer term 2018, **this will be a 'mid-year' admission and parents must still submit a Local Authority's common application form for mid-year admissions.**

Parents can obtain information and an application from the LA. Parents resident in Lincolnshire can 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 Carlton Academy will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

- a. September - The School will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2016 for admission in September 2017). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school.
- b. September/October – The School will provide opportunities for parents to visit the school.
- c. November – Parents complete the Common Application Form of their home Local Authority and return it to their home Local Authority to administer.
- d. January – **Lincolnshire County Council** receives the admission data for **Lincoln Carlton Academy** and forwards this admission data to **Lincoln Carlton Academy** (regardless of preference).
- e. February – **Lincoln Carlton Academy** sends a list of its 30 - 60 offers of places to **Lincolnshire County Council**.
- f. March – **Lincolnshire County Council** returns names of the students being offered a higher preference elsewhere. **Lincoln Carlton Academy** submits replacement offers.
- g. April – One offer of a school place is made to parents by **Lincolnshire County Council**.

### 3. Consideration of applications

**Lincoln Carlton Academy** will consider all applications for places. Where fewer than 30 (or 60 in the case of over-offering) applications are received, the School will offer places to all those who have applied. 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). Remaining places will be allocated in accordance with this policy.

### 4. Procedures where Lincoln Carlton Academy is oversubscribed

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in a Statement or an Education, Health and Care Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

i) Looked after children and all previously looked after children. 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). 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.

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

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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. 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).

ii) Children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached medical statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested. The Local Governors of **Lincoln Carlton Academy** will make the decision related to such applications.

iii) Children with a sibling attending the school (Lincoln Carlton Academy) at the time of application. In all cases both children must live at the same address. 'Sibling' is defined in these arrangements as;

\* A brother or sister who shares the same biological parents

\* a half-brother, half-sister, step brother or step-sister

\* a legally adopted child, a child legally adopted by a biological or step-parent

iv) Children where the parent has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

v) Other children by distance from the school, with priority for admission given to children who live nearest to the school. This will be determined by straight line distance, as calculated by Lincolnshire County Council school admissions team, from the Post Office Address Point of the home to the Post Office Address Point of the school. The definition of 'home' is where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989. In blocks of flats, priority will be given to the lowest flat number. Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

**Tie-break:** If two or more children are tied for the last place because the distance is the same there will be a random allocation conducted by an independent person, not employed at the academy, for these children only. If the child allocated the last place in this way is one of a group of siblings of a multiple birth the academy will consider whether to admit all the siblings, as the school admissions code makes an exception to the infant class size regulations for these children.

vi) Children of UK service personnel (UK Armed Forces) - The school supports the Government's commitment to removing disadvantage for service children and will not refuse a service child a place because the family does not currently live in the school area. For families of service personnel with a confirmed posting, or crown servants returning from overseas to live in the school area, the school will allocate a place in advance of the

family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against the school's oversubscription criteria.

## 5. Operation of waiting lists

Subject to any provisions regarding waiting lists in **Lincolnshire County Council's** co-ordinated admission scheme, the School will operate a waiting list, which we call a reserve list.

For admission into Reception the governors will keep a waiting list which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria.

The list is kept by the Schools Admission Team until the end of the coordinated admission round in August each year. After, Lincoln Carlton Academy will keep the reserve list until the end of the academic year. If you wish your child to join the school in another year group and it is full, you can contact the school and request to be added to the reserve list. This will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account. The reserve lists are cleared at the end of each academic year. If you would like your child to be placed on the reserve list for the following academic year please contact the school.

Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## 6. Arrangements for appeals panels

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of **Lincoln Carlton Academy**. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the Appeal Panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The School will prepare guidance for parents about how the appeals process will work and provide a named contact who can answer any enquiries they may have about the process.

## 7. Arrangements for admitting students to other year groups, including to replace any students who have left Lincoln Carlton Academy

The governors will accept admissions into other year groups unless this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources. 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.

## 8. Admission of children below compulsory school age and deferred entry to school

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 Carlton 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 Executive Headteacher

Lincoln Carlton Academy will also consider parental requests for summer born children to be admitted to Reception rather than Year 1 at the age of 5. Parents must apply for a Reception place in the child's normal age group at the usual time (i.e. whilst at nursery, before January 16). At the same time, parents must make their application for admission out of the normal age group (for the following year) at the same time. Parents will be informed of the school's decision before April 16. This will enable the parent to withdraw their application for the normal age group if their application for deferment is agreed, or decide to accept the offer of the normal age range if they are refused. Alternatively, they could refuse this offer and make a mid-year application for admission to Year 1 for the September following the child's fifth birthday.

Lincoln Carlton Academy provides for the admission of all children in the September following their fourth birthday. Where we have offered a child a place at our school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

## 9. Fraudulent or misleading applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

## 10. 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.

## 11. Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

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Governing Body Review Date: Thursday 01st October 2015

*Originally created on Wednesday 18th May 2016*