

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 CST 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.

1. ADMISSION ARRANGEMENTS APPROVED BY THE SECRETARY OF STATE

1.1 The admission arrangements for Lincoln Carlton Academy for the year 2016/2017 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.
- d) 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.

2. Process of application

2.1 Applications for places at the School will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements and parents will complete the Local Authority Common Application Form. Lincoln Carlton 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 Lincolnshire County Council.

2.2 Please note that, to be considered for admission during the **normal admission round (October 2015 to February 2016)** and during the **late admission period (February 2016 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 2016 onwards** for a place for admission between September 2016 and end of the Summer term 2017, **this will be a 'mid-year' admission and parents**

must still submit a **Local Authority's common application form for mid-year admissions**. (This applies to children in Reception only and excludes services children who will be given priority over places mid-term) Parents can obtain information and an application from the LA.

- 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 2015 for admission in September 2016). 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.

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 the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

i) A 'looked after child' or a child who was previously looked after, but immediately after being looked after became subject to an adoption, residence, 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). Previously looked after children are 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) 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 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. Where in any year Lincoln Carlton Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by Lincolnshire County Council and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. 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

Subject to any provisions in the Lincolnshire County Council's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the School must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, our oversubscription criteria will apply. Parents of children whose application is turned down are entitled to appeal.

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

Mount Street Academy provides for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

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.

Associated Policies:

Safeguarding Policy

Special Educational Needs

Policy Review

The policy was reviewed by:

Full Governing Body in Dec 2014

Next Review:

Nov 2015