

Author	Claire Wilkins	Target group	All employees, consultants and volunteers
Issued	November 2019		
Approved by	Admissions Panel	Next review	September 2020

Admissions Policy

This document sets out the admission arrangements for Lincoln Carlton Academy (the School) for the year 2021/2022. The admission arrangements in this policy were determined February 2020

Aims

This policy aims to:

- Explain **how parents can apply** for a place for their child at the School
- Set out the School's **arrangements for allocating places to the pupils** who apply
- Explain **how parents can appeal** against a decision not to offer their child a place

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the School is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

Reference in the codes and elsewhere to admission authorities shall be deemed to be references to the Local Governing Body acting on behalf of Anthem. This policy also complies with our funding agreement and articles of association.

The School will participate in the co-ordinated admission arrangements operated by the local authority and will adhere to the Local Authority Fair Access Protocol. Notwithstanding these arrangements, the Secretary of State may direct the School to admit a named student on application from the local authority. Before doing so the Secretary of State will consult the School.

How to apply

For applications in the normal admissions round parents should use the application form provided by their home local authority (regardless of which local authority the School is in). Parents can use this form to express their preference for a minimum of three state-funded schools, in rank order.

Parents will receive an offer for a school place directly from their local authority.

Consideration of applications

The School will consider all applications for places. The School has an agreed admission number of 60 (the Published Admission Number – PAN) pupils for entry in reception. Where fewer than 60 applications are received, the School will offer places to all those who have applied. The School may

investigate the validity of information provided in applications and has the right to withdraw places offered on the basis of incorrect or misleading information.

The School may set a higher PAN for any specific year. Before setting a PAN higher than its agreed admission number, the School will inform the local authority and reference this change on the School's website. Students will not be admitted above the PAN unless exceptional circumstances apply, and such circumstances shall be reported to the Secretary of State.

Procedures where the School is oversubscribed

If the School is oversubscribed, after the admission of pupils with an Education and Health Care Plan (EHCP) where the school is named in the EHCP, priority for admission will be given to those children who meet the criteria set out below, in order:

- Looked After Children and Previously Looked After Children¹, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
- Children with a sibling attending the school at the time of application. 'Sibling' is defined in these arrangements as half, full, step, adoptive or foster brother or sister living predominantly in the same home as the child. In the event of there being more siblings than there are remaining places in a year group, it is possible that a sibling under these circumstances would not be offered a place. Where siblings exceed the remaining places in a year group, places will be allocated by the drawing of lots.
- Children of staff at the School, in either of the following circumstances:
 - a) The member of staff 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, or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Other children by distance from the School with priority for admission given to children who live nearest to the School. Distance will be measured in a straight line from the Post Office Address Point of the home to the Post Office Address Point of the schools, calculated electronically to three figures after the decimal point (e.g. 1.543 miles). The home address is considered as the address 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). Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted for the purposes of school admissions will be the one where

¹ 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. 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). 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's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.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. 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).

the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at two addresses during school term time with a parent, they can choose which address to use on the application. If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.

Tie-break

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used. In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the School will use random allocation as a tie breaker to decide between applicants. This process will be independently verified by someone who does not work at the school or the local authority.

Multiple births

In the case of multiple births (e.g. twins, triplets) and where there is only one place available in the School, these will be considered together as one application and the School is authorised to exceed its admission number.

Children of UK Service Personnel (UK Armed Forces)

In order to support the military covenant aimed at removing disadvantage for UK service personnel (UK Armed Forces), and Crown Servants returning from abroad the following arrangements will apply;

- If an application is supported by an official letter declaring a posting and a relocation date then an intention to move to a confirmed address or quartering within the UK will be accepted. The new address will be used to consider the application against the oversubscription criteria. A unit postal address can be used if the family are unable to provide an address or prefer to use the unit address.
- Where an application is not supported by an official letter, or is not being made due to a new posting then the current address will be used to examine the application against the oversubscription criteria until the family are formally resident in the new address.

Proof of intended occupation of the residential address such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. For applicants participating in the Future Accommodation Model trial, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided. An offer may be withdrawn if a child does not reside at the address listed on the application form if the school is oversubscribed and use of an incorrect address has resulted in a place being denied to another child who would otherwise have been offered the place.

In all cases where parents can demonstrate that the child is a child of a crown servant returning from abroad or is a child of a serving member of the armed forces, we will consider whether to offer a place at a school even if the school has reached its official PAN. When making the decision whether to offer over PAN we will consider the circumstances of each case including:

- If the applicant would have been offered a place had they applied on time in the admissions round of the year of entry.
- Whether there is any child on the reserve list with higher priority under the oversubscription criteria.

- Whether admission of a further student would prejudice the efficient education and efficient use of resources and this prejudice would be excessive.

The School has discretion to admit above the admission number in these circumstances but they are not obliged to do so. If a place is refused, parents will be informed of their right of appeal.

Children below compulsory school age

Where children below compulsory school age are offered a place at the School, they will be entitled to attend the School full-time in the September following their fourth birthday.

Parents may defer their child's entry to the School until later in the School year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the School year the offer was made for. 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 must contact the school to make these arrangements which will be at the discretion of the Headteacher.

Requests for admission outside the normal age group

Parents are entitled to request 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. In addition, the parents of a summer born child may choose not to send that child to School until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

If applying during the normal admissions round, parents must apply for a place in the child's normal age group at the usual time. At the same time, parents may make their application for admission out of the normal age group. Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will be informed of the School's decision before April 16 and will always be informed of the reasons for any decision on the year group a child should be admitted to. Once informed of the School's decision, parents may 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 an in-year application (see below). Parents do not have a right to appeal if they are offered a place at the School but it is not in their preferred age group.

Operation of waiting lists

Where in any year the School receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the School 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. The waiting list for admissions will be ranked again every time a child is added, in line with the published oversubscription criteria. For the intake year the list is held until the end of August. For other years, the waiting list is held until parents request their child is removed from the list or the child is too old to attend the School.

In-year applications

Parents can apply for a place for their child at any time outside the normal admissions round. Applications for in-year admissions should be sent to Lincolnshire County Council admissions team. As is the case in the normal admissions round, all children whose EHCP names the School will be admitted. The School will admit up to the PAN of the respective year group at the point of entry in all year groups. If this would cause an infant class to be unlawfully large or cause prejudice to the provision of efficient education or the efficient use of resources, it may be necessary to refuse a place although the year group has not reached the School's PAN.

If there are no spaces available at the time of the application, the child's name may on request be added to the waiting list for the relevant year group. Please see above for how the waiting list is operated.

Appeals

If an application for a place at the school is unsuccessful (whether made during the normal admissions round or in-year), parents will be informed why admission was refused and given information about the process for hearing appeals. If parents wish to appeal, they must set out the grounds for the appeal and send it to Lincolnshire County Council by email schooladmissions@lincolnshire.gov.uk or call 01522 782030.

Monitoring of this policy

This policy will be reviewed and approved by Anthem every year.

Whenever relevant changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the School will publicly consult on these changes in accordance with the Admissions Code.

Policy Changes

Changes have been made to this policy in line with the new 2021 Admissions Code to take effect from 1 September 2021