

THE PRIORY WITHAM ACADEMY

ADMISSION ARRANGEMENTS 2018

ADMISSION NUMBER

1 The Priory Witham Academy will have the following agreed admission numbers for the year 2018/2019 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 78 places (39 part-time morning places and 39 part-time afternoon places) in the Nursery (Foundation Stage 1 – aged 3)
- b) 60 pupils in the Reception Year (Foundation Stage 2 – aged 5)
- c) an additional 30 pupils in Year 7 (the Year 7 group will therefore have 90 pupils, including the pupils entitled to transfer automatically from Y6)
- d) 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.

2 The Trust will consider all applications for places at The Priory Witham Academy. Where fewer applications are received for the Priory Witham Academy than the published admission number in the relevant year group, places will be offered 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.

APPLICATIONS TO THE NURSERY (age 3)

Process of application

4 Applications for places in the Nursery at the Academy will be made to the Academy. This is because admissions to nursery education are subject to separate admission arrangements from those for the rest of the academy.

5 Attendance at a Nursery School or a Nursery Class does not guarantee a place at any school; a separate application must be made for a school place in the Reception Year (age 5) using the local authority's coordinated scheme when the child is about to reach compulsory school age.



6 The number of places available for new admissions to the nursery each year will be reduced from 78 by the number of places taken up by pupils already enrolled in the nursery part of the Academy, who will not leave the nursery at the end of the summer term before the September admission date.

7 If all those applying for places in the Nursery at the Priory Witham Academy have been given places and there are still places available, the Academy will consider children for admission whose third birthday falls between 1 September and the 31 December in the year of admission, as long as the child is three years old at the time they start the academy.

Oversubscription criteria for the Nursery (age 3)

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

9 The Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs that names the Academy.

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 below:

- 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. 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 10c or 10d above, children living nearest to the school have priority, using criterion 10e.

- e. children who live 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.

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

- f. as allowed under the School Admissions Code, children of staff in shortage areas recruited after 16th April in the year of admission may be considered as exceptional admissions.

APPLICATIONS TO THE RECEPTION YEAR (age 5)

Process of application

11 Applications for places in the Reception Year 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 on the relevant Common Application Form (CAF) provided and administered by the relevant local authority.

12 The school will normally admit pupils at the beginning of the school year in which they reach the age of 5. Parents can choose to delay entry until later in the same school year, but must ensure their child begins school by the time they are of compulsory school age (the start of the term after their fifth birthday). Parents may also request that their child takes up the place part-time until the child reaches compulsory school age. Any parent considering either option should contact the school to discuss the arrangements before applying.

13 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. 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.

14 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 2017 for admission in September 2018). 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 15 January – CAF to be completed and returned to the relevant local authority to administer. Parents resident in Lincolnshire can apply online at www.lincolnshire.gov.sch.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 the local authority in which they live.
- d) By 1 February – the local authority sends application information to the Academy for consideration by the Priory Federation of Academies Trust (“the Trust”).
- e) By 28 February – The Priory Witham Academy sends a list of pupils to be offered places by the Trust to local authority.
- f) 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)

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

16 The Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs that names the Academy.

17 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 below:

- 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 nursery 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 17b, 17c or 17d above, children living nearest to the school have priority, using criterion 17e.

- e. children who live 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.



In the event that two or more applicants under criterion 17e live the same straight-line distance from the school, the place or places will be allocated at random by an independent person

- f. as allowed under the School Admission Code, children of staff in shortage areas recruited after 16th April in the year of admission may be considered as exceptional admissions.

APPLICATIONS TO YEAR 7 (age 11)

Process of application

18 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 on the relevant Common Application Form (CAF) provided and administered by the relevant local authority.

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:

- b) 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 2017 for admission in September 2018). 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 – CAF to be completed and returned to the relevant local authority to administer. Parents resident in Lincolnshire can apply online at www.lincolnshire.gov.sch.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 the local authority in which they live.
- d) By 30 November – the local authority sends application information to the Academy for consideration by the Priory Federation of Academies Trust (“the Trust”).
- e) By 10 January – The Priory Witham Academy sends a list of pupils to be offered places by the Trust to local authority.
- f) By 10 February – the Lincolnshire local authority applies the agreed scheme for its own schools, informing other local authorities of offers to be made to their residents.

- g) 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)

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

21 The Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs that names the Academy.

22 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. 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 22b or 22c above, children living nearest to the school have priority, using criterion 22d.

- d. children who live 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.

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

- e. as allowed under the School Admissions Code, children of staff in shortage areas recruited after 1st March in the year of admission may be considered as exceptional admissions.

APPLICATIONS TO THE SIXTH FORM

23 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

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

Oversubscription criteria for Year 12

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

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

27 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 (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 27c below.

- c. 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.

In the event that two or more applicants under criterion 27c 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

28 The Academy will consider all applications to year groups in which the school 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

29 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. 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 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

30 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.

31 Where places become vacant they will be allocated 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

32 There will be 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

33 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

34 As the admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to 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

35 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.

36 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).

37 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).

38 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.

39 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

49 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

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

42 The school uses the Lincolnshire County Council measuring system, measuring in a straight line from the post office address point of the child's home to



the post office address point of the school (the gate at the main entrance to the academy on De Wint Avenue, Lincoln).

Home address

43 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.

44 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.