

Consultation

Admission arrangements for Priory Witham Academy

Admissions from September 2023

The Priory Federation of Academies Trust is consulting on changes to the admission arrangements for Priory Witham Academy for September 2023. The Trust proposes the following change, which is included in the proposed arrangements below:

- a revision to the oversubscription criteria in respect of children of staff.

The change to the oversubscription criterion for the children of staff is designed to bring it in line with the wording suggested in the School Admissions Code. Children of staff appointed to fill vacant posts in areas where there are shortages will have similar priority to children of longer-serving members of staff. This change will have minimal impact on other applicants as few such appointments are made in any given year. The change will support the appointment of the best possible candidates to work at the academy.

The change applies to pre-school, primary and secondary phases of the academy and the revised paragraphs can be found below in the relevant set of arrangements as follows:

- pre-school – paragraph 12e
- primary – paragraph 10d
- secondary – paragraph 9c.

In all other respects, the admission arrangements for the Priory Witham Academy remain the same.

A number of minor textual changes have been made to meet the requirements of the revised School Admissions Code 2021, which came into effect on 1 September 2021, and to improve clarity. These changes have no impact on the admission arrangements themselves.

PRIORY WITHAM ACADEMY

ADMISSION ARRANGEMENTS for 2023

PRE-SCHOOL CHILDREN (Age 2 to 4 years)

1 The admission authority for Priory Witham Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on **XX Month 2022**. They form part of the Trust’s admission policy. Pre-school settings are not covered by the government’s statutory guidance in the School Admissions Code but the Trust has generally followed this guidance where appropriate. This is to ensure compatibility with the academy’s admission arrangements for other age groups.

NUMBERS OF PRE-SCHOOL PLACES

2 Priory Witham Academy will provide the following number of pre-school places in the school year 2023/24 and, subject to any changes approved or required by the Secretary of State, for subsequent years.

- a) 40 pre-nursery places at any time for children who are 2 years old until the beginning of the term before their 3rd birthday
- b) 32 nursery places for children turning 3 years old, from the beginning of the term before their 3rd birthday until the end of the school year before their 4th birthday
- c) 39 pre-reception places for children turning 4 years old, from the beginning of the school year during which they are 4 to the end of that school year.

3 The academy admits more children than the number of pre-school places available because many children attend for part of the school week. It is not possible to state how many part-time or full-time children are admitted to each stage of the pre-school provision. This is because the number of places available at any time depends on how many children have already been admitted, how long they stay and whether they attend full-time or part-time. The academy also has to stay within permitted staffing ratios.

APPLICATIONS FOR PRE-SCHOOL PLACES (ages 2 to 4)

Process of application

4 You make applications for pre-school places directly to the academy. This is because admissions to pre-school education are subject to separate admission arrangements from those for the rest of the academy. The academy offers free (funded) places (15 or 30 hours

per week) for eligible children, and paid-for places. You can find a more detailed document giving the full range of types of places available on the academy's website (<https://www.priorywitham.co.uk/page/?title=Admissions&pid=1406>) and as a printed copy from the academy.

5 Accepting a place in any part of the pre-school provision does not guarantee a place in the Reception Year (age 5) at Priory Witham Academy or at any other school. A separate application must be made for a school place in the Reception Year, using the local authority's coordinated scheme, when the child is about to reach compulsory school age.

6 The number of places available in any age group in the academy's pre-school provision depends on how many children of that age are already enrolled at the academy at the time of admission. Applications for places for pre-school provision can be made at any time after a child's birth. Children take up pre-nursery places after they are 2 years old. Children take up nursery places at the beginning of the term in which they reach the age of 3. Children take up places in the pre-Reception class at the beginning of the school year in which they reach the age of 4.

Operation of waiting lists

7 If a place in the right age group is available when you apply, we will admit your child. If a place is not immediately available, your child's name is placed on a waiting list (sometimes called a reserve list). The academy will keep a waiting list for the whole year in each of the age groups in which it provides pre-school places.

8 If a parent of a child already on the academy's roll wishes to increase the number of hours, and those hours are not immediately available, then the child will need to go onto the waiting list for the additional hours. The child remains on roll with her or his current provision, but need to be considered alongside other applicants for the additional hours.

9 A child's position on a waiting list is determined only by the oversubscription criteria, irrespective of the time the child has been on the waiting list, except in the case of the second of two twins (see paragraph 25). Children can move up or down the waiting list because each waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or a child leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

Admission criteria for pre-school places

10 Priory Witham Academy will consider all applications for pre-school places at the academy. Where the number of applications is less than or equal to the number of pre-school places available at the relevant time in each age group, we will offer places to all those who have applied.

11 Where the number of applications is greater than the number of places available, Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

Oversubscription criteria for pre-school places

The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.

12 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the age group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.

- a. looked after children, previously looked after children
- b. children where recognised professional opinion, including medical reasons, shows that a child's circumstances present a particularly strong case for taking in the child, and that opinion is accepted by the academy.
- c. **for two-year olds only** children who are entitled to early years funding for two-year-olds
- d. siblings of pupils who are on the roll of the academy at the time of the application
- e. 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, or who has been appointed to a vacant post for which there is a demonstrable skill shortage
- f. children who live nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

In the event that two or more applicants under criterion 12f live the same straight-line distance from the school, the place or places will be allocated at random by an independent person

CHILDREN OF UK MILITARY PERSONNEL

13 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

- a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.

- 14 For late applications and in-year applications the Trust will also consider whether:
- a) an application from that address would normally succeed in an oversubscribed year
 - b) any child on the reserve list has a higher priority under the oversubscription criteria
 - c) the admission of another child would seriously prejudice the efficient provision of education or use of resources.

APPEALS

15 You do not have the same right of appeal in a pre-school setting as the parent of a child of statutory school age. The Trust has, however, provided an appeal route for those parents whose child is refused a place. Appeals related to pre-school admissions are heard by a panel set up by the academy's local governing body. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a pre-school place at the academy.

FAIR ACCESS PROTOCOL

16 The academy and Trust will participate fully in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

CONCERNS ABOUT APPLICATIONS

17 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may 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 and previously looked after children

18 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.

19 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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.

20 Previously looked after children 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).

21 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.

22 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).

Admission to pre-school places on social or medical grounds

23 When applying for a pre-school place on social or medical grounds you should supply a supporting letter from an appropriate professional such as a social worker, doctor or consultant. The supporting letter should set out the particular reasons why the academy is the most suitable school for your child and the difficulties that would be caused if your child had to attend another pre-school setting.

Siblings

24 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.

25 *In the case of twins, the strict child/adult ratios we need to maintain mean that it may not be possible to offer two places to twins at the same time. We will offer a place to one of the twins and accept the other for the next available place in the relevant age group, irrespective of other applications. One twin could take up the place while the other waited for the second place to become available, or parents might wish both to start at the same time once both places become available. As children move from one age group to another at different times of year, the availability of places is reviewed approximately monthly. The same approach would be extended for triplets or other multiple births.*

26 *Applications from two children born separately but in the same age group will be treated as two separate applications.*

Children of staff

27 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at the Priory Witham Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

Home address

28 *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.*

29 *In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the 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. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.*

Distance

30 *Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child's home to the gate at the main entrance to the academy on De Wint Avenue, Lincoln).*

PRIORY WITHAM ACADEMY

ADMISSION ARRANGEMENTS for 2023

PRIMARY-AGE CHILDREN (Reception to Year 6)

1 The admission authority for Priory Witham Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on **XX Month 2022**. They form part of the Trust’s admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: www.gov.uk/government/publications/school-admissions-code--2.

ADMISSION NUMBERS FOR PRIMARY SCHOOL PLACES

2 Priory Witham Academy will have the following published admission number (PAN) for the relevant year group in the school year 2023/24 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 60 pupils in the Reception Year (age 5 during the Reception Year).

APPLICATIONS TO THE RECEPTION YEAR (age 5)

Process of application

3 You make applications for places in the Reception Year at the academy through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

4 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: <https://www.lincolnshire.gov.uk/school-admissions> You 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.

5 The academy will normally admit pupils at the beginning of the school year in which they reach the age of 5 (that is, from the September following their fourth birthday). Parents offered a place 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 offered places from September must also take them up by the beginning of the following summer term. Parents may also request that their child takes up the place part-time until the child reaches compulsory school age. We

advise that any parent considering either option should contact the academy to discuss the arrangements, preferably before applying.

6 The academy will normally admit pupils into the designated year group for their age. The academy will, however, consider applications from summer-born children (born after 1 April) to begin school in the Reception Year in the following September when they are five, rather than with their designated age group. In addition to completion of the CAF, these applications must 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.

7 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 – 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 2022 for admission in September 2023). 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 November – Priory Witham Academy will provide opportunities for parents to visit the academy.
- c) By 15 January – parents complete the CAF and return it to the relevant local authority to administer
- d) Between 16 January and 15 April –
 - the local authority sends application information to the academy for consideration
 - Priory Witham Academy sends a list of pupils to be offered places by the Trust to the local authority.
- e) 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. If we are not able to offer a place, you can appeal against that decision.

Admission criteria for the Reception Year (age 5)

8 Priory Witham Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

9 Where the number of applications is greater than the published admission number, Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

Oversubscription criteria for the Reception Year

The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.

10 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.

- a. looked after children, or previously looked after children
- 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 pre-school 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, or who has been appointed to a vacant post for which there is a demonstrable skill shortage.
- e. children who live nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

In the event that two or more applicants under criterion 10e live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority.

IN-YEAR ADMISSIONS

11 The Academy will consider all applications to year groups in which the school provides education. If the Academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the Academy will admit the child. In the event that such an application would cause an infant class (Reception Year, Year 1 and Year 2) to be unlawfully large, it may be necessary to refuse a place.

12 If there are more applications than places then the same oversubscription criteria set out for the Reception Year above will be used to decide who should be offered places.

13 You should make in-year applications through Lincolnshire County Council or directly to the academy. You can apply online at <https://www.lincolnshire.gov.uk/school-admissions>. Details of Lincolnshire's coordinated scheme for in-year admissions can be found at <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>. You can also apply by telephone on 01522 782030, or you can ask for a hard copy application form by telephoning 01522 782030 or emailing schooladmissions@lincolnshire.gov.uk. Hard copy applications can be returned to Lincolnshire County Council or to the academy.

14 We will aim to respond within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

15 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. As well as completion of the CAF, these 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.

CHILDREN OF UK MILITARY PERSONNEL

16 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

- a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.

17 For late applications and in-year applications the Trust will also consider whether:

- a) an application from that address would normally succeed in an oversubscribed year
- b) any child on the reserve list has a higher priority under the oversubscription criteria
- c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

OPERATION OF PRIMARY WAITING LISTS

18 The academy will operate a waiting list (sometimes called a reserve list) until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. A child's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above.

19 The waiting list for the normal intake to the Reception Year at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 16 April until the end of August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. After the beginning of September each year the waiting list is managed by the academy.

20 Where places become available the academy will allocate places 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. Children can move up or down the waiting list because the list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

21 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point.

RIGHT OF APPEAL

22 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. Appeals related to pre-school admissions are heard by a panel set up by the academy's local governing body. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place.

FAIR ACCESS PROTOCOL

23 The academy and Trust will participate fully in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

CONCERNS ABOUT APPLICATIONS

24 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may 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 and previously looked after children

25 *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.*

26 *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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.*

27 *Previously looked after children 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).*

28 *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.*

29 *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

30 *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.*

31 *In the case of twins or other children from multiple births and where fewer places are available than requested, the applications will be considered together as one application. The academy will then admit all the applicants, including in infant classes, where it would be an exception to the infant class size limit, unless this would prejudice the efficient provision of education or use of resources.*

32 *In the case of more than one sibling not from a multiple birth applying to join the same year group and where only one place is available, the applications will be considered together as one application. The academy will then admit all the applicants, except in infant classes, where the infant class size limit still applies, or where this would prejudice the efficient provision of education or use of resources. In these circumstances, only one place would be offered.*

Children of staff

33 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at the Priory Witham Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

Home address

34 *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.*

35 *In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the 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. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.*

Distance

36 *Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child's home to the gate at the main entrance to the academy on De Wint Avenue, Lincoln).*

PRIORY WITHAM ACADEMY

ADMISSION ARRANGEMENTS for 2023

SECONDARY-AGE CHILDREN (Year 7 to Year 13)

1 The admission authority for Priory Witham Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on **XX Month 2022**. They form part of the Trust’s admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: www.gov.uk/government/publications/school-admissions-code--2.

ADMISSION NUMBERS FOR SECONDARY SCHOOL PLACES

2 Priory Witham Academy will have the following published admission numbers (PAN) in the relevant year groups for the school year 2023/24 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 30 pupils in Year 7 (the Year 7 group will therefore have up to 90 pupils, including the pupils entitled to transfer automatically from Year 6)
- b) 10 places in Year 12, in addition to those for students from Priory Witham Academy who wish to stay on into the sixth form.

FINDING YOUR WAY ROUND THESE ADMISSION ARRANGEMENTS

3 For places in Year 7 please go to paragraphs 4–9.
For places in the sixth form please go to paragraphs 10–16.
Then, for important information for all age groups, please go to paragraphs 17–42.

APPLICATIONS TO YEAR 7 (age 11)

Process of application

4 You make applications for places in Year 7 through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

5 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: <https://www.lincolnshire.gov.uk/school-admissions>. You 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.

6 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 – 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 2022 for admission in September 2023). 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 – Priory Witham Academy will provide opportunities for parents to visit the academy.
- c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.
- d) Between 1 November and 28 February –
 - the local authority sends application information to the academy for consideration
 - Priory Witham Academy sends a list of pupils to be offered places by the Trust to the local authority.
- e) 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. If we are not able to offer a place, you can appeal against that decision.

Admission criteria for Year 7 (age 11)

7 Priory Witham Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

8 Where the number of applications is greater than the published admission number, Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

Oversubscription criteria for Year 7

The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.

9 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.

- a. looked after children, or previously looked after children
- 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, or who has been appointed to a vacant post for which there is a demonstrable skill shortage
- d. children who live nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

In the event that two or more applicants under criterion 9d live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority.

APPLICATIONS TO THE SIXTH FORM

10 Priory Witham Academy offers a wide range of sixth-form courses at Level 3 (for example A level or BTEC) and some at Level 2 (for example GCSE and City and Guilds). All applicants for places in the sixth form must satisfy the academic entry requirements of Priory Witham Academy.

11 For Level 3 courses we normally expect students to have achieved a grade 4 or above in both English and mathematics, and normally a grade 5 or its equivalent in a subject relevant to each preferred course. There are no minimum grade requirements for Level 2 courses. Academic entry requirements and subject-specific requirements are the same for internal and external applicants. Exceptionally, we may offer a place to an applicant for a Level 3 course who has not achieved a grade 4 in either English or mathematics.

12 We discuss with each applicant the best match of course to their subject background. Further information for individual subjects can be found in the academy's sixth form prospectus: <https://www.priorywitham.co.uk/page/?title=Admissions&pid=42>

Process of application

13 Dates for applications for entry to Year 12, and acceptances and refusals, will be published in the academy's sixth form prospectus. You make applications directly to the academy.

Admission criteria for Year 12

14 Priory Witham Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

15 Where the number of applications is greater than the published admission number, Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

Oversubscription criteria for Year 12

The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.

16 After the admission of pupils with EHC plans, the academy will consider applications for the remaining places against the criteria set out below.

The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.

- a. looked after children, or previously looked after children
- 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 'total' of students' grades in GCSE examinations will be taken into account, in order, starting with the highest. In the case of tied totals, then the distance from home to the academy will be used as in criterion 16c below.

- c. a student who lives nearest to the academy measured by the straight-line distance from the Post Office address point of 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 16c live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.

IN-YEAR ADMISSIONS

17 The academy will consider all applications to year groups in which the school provides education. If the academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the academy will admit the child.

18 If there are more applications than places then the same oversubscription criteria set out for the relevant year groups above will be used to decide who should be offered places. We will use the criteria for Year 7 for applications in Years 7–11, and the criteria for Year 12 for applications in the sixth form.

19 For places in Years 7 to 11, you should make in-year applications through Lincolnshire County Council or directly to the academy. You can apply online at <https://www.lincolnshire.gov.uk/school-admissions>. Details of Lincolnshire’s coordinated scheme for in-year admissions can be found at <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>. You can also apply by telephone on 01522 782030, or you can ask for a hard copy application form by telephoning 01522 782030 or emailing schooladmissions@lincolnshire.gov.uk. Hard copy applications can be returned to Lincolnshire County Council or to the academy. In-year applications to the sixth form must be made directly to the academy.

20 We will aim to respond within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

21 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. As well as completion of the CAF, these 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.

CHILDREN OF UK MILITARY PERSONNEL

22 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area. The Trust will not refuse a place to a child of relocating service

personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

- a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.

23 For late applications and in-year applications the Trust will also consider whether:

- a) an application from that address would normally succeed in an oversubscribed year
- b) any child on the reserve list has a higher priority under the oversubscription criteria
- c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

OPERATION OF SECONDARY WAITING LISTS

24 The academy will operate a waiting list (sometimes called a reserve list) until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. A child's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above.

25 The waiting list for the normal intake to Year 7 at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 1 March until the end of August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. After the beginning of September each year, the waiting list is managed by the academy.

26 Where places become available the academy will allocate places 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. Children can move up or down the waiting list because the list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

27 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point.

RIGHT OF APPEAL

28 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. Sixth form applicants and applicants over the statutory school leaving age can exercise this right of appeal themselves. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. 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

29 The academy and Trust will participate fully in 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. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

CONCERNS ABOUT APPLICATIONS

30 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may 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 or previously looked after children

31 *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.*

32 *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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.*

33 *Previously looked after children 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).*

34 *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.*

35 *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

36 *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.*

37 *In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where fewer places are available than requested, the application will be considered together as one application. The academy will then admit all the applicants, unless this would prejudice the efficient provision of education or use of resources.*

Children of staff

38 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at Priory Witham Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

Home address

39 *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.*

40 *In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the 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. In either scenario if you can show that your child spends an equal amount*

of time at both addresses during school term time, you can choose which address to use on the application.

Distance

41 Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child's home to the gate at the main entrance to the academy on De Wint Avenue, Lincoln).

'Total' of GCSE grades

42 This is the total of the numbered grades that are awarded at the end of GCSE courses, including the equivalent number when converted from other qualifications.