

# THE PRIORY WITHAM ACADEMY

## ADMISSION ARRANGEMENTS 2019

1 The admission authority for the Priory Witham Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 2 January 2018. 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](http://www.gov.uk/government/publications/school-admissions-code--2).

2 The Trust will consider all applications for places at The Priory Witham Academy. Where we receive fewer applications than the number of pre-school places or the published admission number in the relevant school year group, we will offer places 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.

### **NUMBERS OF PRE-SCHOOL PLACES**

4 The Priory Witham Academy will provide the following number of pre-school places in the school year 2019/2020 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 3<sup>rd</sup> birthday
- b) 32 nursery places for children turning 3 years old, from the beginning of the term before their 3<sup>rd</sup> birthday until the end of the school year before their 4<sup>th</sup> 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.

5 The academy admits more children than the number of 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.

### **ADMISSION NUMBERS FOR SCHOOL PLACES**

6 The Priory Witham Academy will have the following agreed admission numbers for the school year 2019/2020 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)
- b) an additional 30 pupils in Year 7 (the Year 7 group will therefore have 90 pupils, including the pupils entitled to transfer automatically from Year 6)
- c) 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.

### **FINDING YOUR WAY ROUND THESE ADMISSION ARRANGEMENTS**

- 7 For pre-school places (age 2 to 4) please go to paragraphs 8 – 14  
For primary school places in the Reception Year please go to paragraphs 15 – 22  
For secondary school places in Year 7 please go to paragraphs 23 – 28.  
For places in the sixth form please go to paragraphs 29 - 33.

Then, for important information for all age groups, please go to paragraphs 34 – 51.

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

#### **Process of application**

8 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. A more detailed document giving the full range of types of places available is available from the academy's website ([www.priorywitham.co.uk/](http://www.priorywitham.co.uk/)) and as a printed copy from the academy.

9 Accepting a place in any part of the pre-school provision does not guarantee a place in the Reception Year (age 5) at the 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.

10 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..

11 The academy will keep a waiting list for the whole year in each of the age groups in which it provides pre-school places. 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. 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.

### **Oversubscription criteria for pre-school places**

12 The Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

13 Where the number of applications for admission is greater than the number of places available, the Trust will consider applications against the criteria set out below.

14 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:

- 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. **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

*In the event of more applicants than places under criteria 14b, 14c, 14d or 14e above, children living nearest to the academy have priority, using criterion 14f.*

- f. children who live 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 14f live the same straight-line distance from the school, the place or places will be allocated at random by an independent person*

- g. children of staff recruited after 16<sup>th</sup> April in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

## **APPLICATIONS TO THE RECEPTION YEAR (age 5)**

### **Process of application**

15 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 the prospective pupil lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

16 Parents resident in Lincolnshire can apply online through Lincolnshire County Council's website: [www.lincolnshire.gov.sch.uk/schooladmissions](http://www.lincolnshire.gov.sch.uk/schooladmissions). 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.

17 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. They must ensure their child begins school by the beginning of the following summer term, or when the child is of compulsory school age (the start of the term after their fifth birthday), whichever comes first. 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.

18 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. 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.

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:

- 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 2018 for admission in September 2019). 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 – The 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 by the Trust
  - the 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.

### **Oversubscription criteria for the Reception Year (age 5)**

20 The Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

21 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

22 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:

- 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 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

*In the event of more applicants than places under criteria 22b, 22c or 22d above, children living nearest to the academy have priority, using criterion 22e.*

- e. children who live 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 22e live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person*

- f. children of staff recruited after 16<sup>th</sup> April in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

## **APPLICATIONS TO YEAR 7 (age 11)**

### **Process of application**

23 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.

24 Parents resident in Lincolnshire can apply online through Lincolnshire County Council's website: [www.lincolnshire.gov.sch.uk/schooladmissions](http://www.lincolnshire.gov.sch.uk/schooladmissions). 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.

25 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 2018 for admission in September 2019). 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 – 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 by the Priory Federation of Academies Trust (“the Trust”).
  - The Priory Witham Academy sends a list of pupils to be offered places by the Trust to 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.

### **Oversubscription criteria for Year 7 (age 11)**

26 The Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

27 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

28 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:

- 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 28b or 28c above, children living nearest to the academy have priority, using criterion 28d.*

- d. children who live 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 28d live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person*

- e. children of staff recruited after 1<sup>st</sup> March in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

### **APPLICATIONS TO THE SIXTH FORM**

29 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**

30 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.

### **Oversubscription criteria for Year 12**

31 The Priory Witham Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

32 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

33 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:

- 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 33c 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 33c live the same straight-line distance from the academy, 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**

34 The academy will consider all applications to year groups in which the academy 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**

35 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.

## **OPERATION OF WAITING LISTS**

36 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.

37 Where places become vacant the Trust 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. 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**

38 Parents or carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel. This right of appeal applies to applications for admission from the age of 5 (Reception) upward. 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**

39 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**

40 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***

41 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.

42 *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).*

43 *'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).*

44 *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.*

45 *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**

46 *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 and siblings in the same year group**

47 *In the case of twins or other children from multiple births and where only one place is available, the applications will be considered together as one application. The academy will then exceed its published admission number, including in infant classes, where it would be an exception to the infant class size limit.*

48 *In the case of more than one sibling 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 exceed its published admission number, except in infant classes, where the infant class size limit still applies and only one place would be offered.*

### **Distance**

49 *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 from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance to the academy on De Wint Avenue, Lincoln).*

### **Home address**

50 *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.*

51 *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 academy. 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. 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.*