



WITHAM
A PRIORY ACADEMY

Information Booklet 2019-20



Admissions

School Places

The Priory Witham Academy will have the following agreed admission numbers for the school year 2019/2020.

- 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);

At Reception Year (age 5)

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. 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;

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;

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

At Year 7 (age 11)

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

The Priory Witham Academy

De Wint Avenue
Lincoln
LN6 7DT

Telephone: 01522 882900

Email: generalenquiries@priorywitham.co.uk
www.priorywitham.co.uk

Headteacher: Mr A Madge



The Witham Academy is part of The Priory Federation of Academies Trust. The Trust's mission is "To improve the life chances of our students so they become true citizens of the world" through the core values of Wisdom, Curiosity, Generosity, Courage and Passion.



ACADEMY DATES: YEAR 2019/20

Module	Start	End
Module 1	Wednesday 4th September 2019	Friday 18th October 2019
Module 2	Monday 28th October 2019	Thursday 19th December 2019
Module 3	Tuesday 7th January 2020	Friday 14th February 2020
Module 4	Monday 24th February 2020	Friday 3rd April 2020
Module 5	Monday 20th April 2020	Friday 22nd May 2020
Module 6	Monday 1st June 2020	Friday 17th July 2020

Pre-School Places

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 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.

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.

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.

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

Further details are available in the full Admissions Policy on the Academy's website and in the local authority's 'Going to school in Lincolnshire' information guide.

THE ACADEMY DAY

Period	Start	End	Period	Start	End
Foundation Stage 1	9.00	3.00	Period 3	11.15	12.15
Foundation Stage 2 - KS2	8.45	3.00	Lunch	12.15	12.45
KS3 - KS5 - Form Time	8.45	9.00	Period 4	12.45	1.45
Period 1	9.00	10.00	Period 5	1.45	2.45
Period 2	10.00	11.00	Extra-Curricular Activities	2.45	3.45
Break	11.00	11.15			

Curriculum

YEAR 7 CURRICULUM FOR SEPTEMBER 2018

Subject	Periods
English	4
Mathematics	4
Science	4
Art	1
Physical Education	2
Performing Arts	1
Music	1
Technology	1
Languages	2
Humanities	3
ICT	1
PSHMRE	1

YEAR 9 CURRICULUM FOR SEPTEMBER 2018

Subject	Periods
English	4
Mathematics	4
Science	4
Physical Education	1
Option 1	3
Option 2	3
Option 3	3
Option 4	3



UNIFORM AT THE WITHAM ACADEMY

The proper wearing of the Academy's uniform is very important. It provides pupils with an identity, helps promote a purposeful approach to learning and demonstrates a commitment to the values of the Academy. Our strict and consistent approach is appreciated by both pupils and parents and they have worked hard with us to ensure that the uniform is of a high standard, appropriate to the requirements of modern-day education.

There is an expectation that all members of the Academy will strive to look their best. For pupils, this will mean wearing the Academy uniform correctly when travelling to, from and within the Academy and when on trips and visits. Unnatural dyed or coloured hair are unacceptable. The decision as to what is appropriate is one for the Academy to decide.

All items of uniform, including PE kit, must be clearly marked with the pupil's name.

In exceptional circumstances, where there is a clear medical need that prevents flat or low heeled shoes from being worn, plain black training shoes can be substituted by prior arrangement with the Year Director.

With all aspects of uniform, as with any other matter of Academy policy, if you are uncertain please ask for our advice. Pupils can, and will, be disciplined and ultimately sent home if they are not wearing the correct Academy uniform. We will work with you to ensure that this does not happen.

Buying Academy Uniform

Uniform is available from a range of suppliers in Lincoln and the surrounding area.

PRIMARY GIRLS

Skirt: Grey, traditional school style, knee length
Trousers: Grey, traditional straight school style, no stretch fabrics, turn-ups or flares
Polo shirt: Sky Blue
Sweatshirt: Navy with Academy badge
Summer dress: Blue check
Shoes: Black, Plain, Safe and Flat Polished Shoes
Socks: Grey or Black with trousers, White with skirt
Tights: Black or Grey (80+ denier)
PE Uniform: Navy shorts, Academy sports t-shirt and trainers

SECONDARY (Y6 - Y11) GIRLS

Skirt: Grey, traditional school style, knee length, no stretch fabrics
Trousers: Grey, traditional straight school style, no stretch fabrics, turn-ups or flares
Shirt: Sky Blue, worn with clip-on tie
Blazer: Navy, with Academy badge
Shoes: Black, Plain, Safe and Flat Polished Shoes
Socks: Grey or Black with trousers, White with skirt
Tights: Black or Grey (80+ denier)
School Tie: Witham Academy clip-on tie
PE Uniform: Academy sports t-shirt, Navy sweatshirt, Navy shorts or tracksuit

SECONDARY (Y6 - Y11) BOYS

Trousers: Grey, traditional straight school style
Shirt: Sky Blue, worn with clip-on tie
Blazer: Navy, with Academy badge
Shoes: Black, Plain, Safe and Flat Polished Shoes
Socks: Grey or Black
School Tie: Witham Academy clip-on tie
PE Uniform: Academy sports t-shirt, Navy sweatshirt, Navy shorts or tracksuit

PRIMARY BOYS

Trousers/shorts: Grey, traditional straight school style
Polo shirt: Sky Blue
Sweatshirt: Navy with Academy badge
Shoes: Black, sensible school shoes
Socks: Grey or Black
PE Uniform: Navy shorts, Academy sports t-shirt and trainers

The only jewellery allowed to be worn in the Academy is a single pair of plain gold or silver studs (which should be worn in the lower lobe), and one plain flat ring. This is to ensure that accidents due to jewellery or loss of items do not occur.

Make-up is not allowed. Extreme haircuts (as decided by the Academy), dyed or coloured hair are unacceptable.

To prevent the loss of kit, each article of clothing should have name tapes sewn into it and trainers should have a name printed underneath the tongue of both shoes with a laundry marker.



GENERAL INFORMATION

This section is designed to give parents/carers details on some of the core policies and expectations within the Academy. Our website (www.priorywitham.co.uk) provides further information about the Academy including a parent's section, curriculum details, news, key dates, student study support and much more. There is also a 'Policies' tab with full details regarding all Academy and Federation policies.

Insurance

Parents are reminded that the Academy does not accept responsibility for personal property. Pupils are strongly advised not to bring expensive items to the Academy. Parents should ensure that their household insurance policy covers their child's personal possessions. The Academy does not accept any liability.

Mobile Phones and Cameras

We understand that mobile phones have come to be seen as a useful security item but they can bring with them significant problems. Whilst on site, mobile phones must be turned off and remain inactive unless they are used to enhance the learning experience as requested by a member of staff. The taking of photographs of any kind, on the Academy* site, is done so only with the prior permission of the Head of Academy. Possessing images taken on our site, even if it is of friends, can lead to disciplinary action.

* Students from Y10 upwards may use their phones at social times in designated areas as defined by the Academy.

Calculators

It is beneficial for pupils to have a simple scientific calculator. They can be purchased from the Academy and are suitable for pupils up to the end of their GCSE courses. Maths and Science teaching staff will be pleased to offer advice on such a purchase.

Charging for Activities

The Witham Academy does not charge fees for tuition. Charges may be necessary, however, for activities which take place in Academy time, or which form part of the curriculum studies of the Academy. In some cases, the Academy may invite parents to make a voluntary financial contribution to activities which are additional to the basic curriculum. However, apart from music tuition where there may be an occasional need for a charge, there will be no obligation to make such contributions and equality of opportunity for all pupils will be maintained, irrespective of any voluntary contributions.

Academy Trips

Trips are a valued part of our educational provision. Their continued success is due to the dedication and commitment of the staff who carry out these voluntary duties. There is no automatic right for pupils to participate in these activities and the Academy reserves the right to decide on the composition of any trip. The inclusion of any pupil is on the understanding that their standard of behaviour, work progress and commitment to the wearing of their uniform is acceptable to the Academy. If they fall short in these areas, then the Academy reserves the right to exclude pupils from a trip.

All pupils represent The Witham Academy at all times. It is essential, therefore, that their behaviour always reflects our high expectations. Failure to adhere to the requirements of any trip, including the wearing of smart casual dress (as appropriate and as set out in a kit list) and excellent behaviour throughout, could result in pupils being withdrawn from the trip, being sent home from the trip and/or being prevented from involvement in future trips. The Academy's decision is final.

Detentions

There is an Academy detention sanction which takes place for one hour at the end of formal lesson time. Pupils are placed in this only as a last resort and parents are given the statutory 24 hours' notice before this occurs. This is not a voluntary activity and although parental agreement is not required, we seek to work together on this.

Behaviour Outside the Academy

Pupils are expected to adhere to the same high standards whilst wearing their uniform going to and from the Academy.



FURTHER INFORMATION

Summary of the Sex Education Policy

There is a programme of Sex Education within the curriculum in order to assist pupils to have due regard for moral considerations and the value of family life. In particular, the aims of the Academy's Sex Education Policy are to support the personal, moral and social development of all pupils and to ensure that they have the ability to accept their own and each other's sexuality. They learn to enjoy relationships based on caring, mutual respect and responsibility whilst learning to take responsibility for the health of themselves and those around them.

Arrangements for pupils with Special Educational Needs and Disabilities (SEND)

Great care is taken to identify and support pupils with Special Educational Needs and Disabilities wherever possible. The Academy has a qualified member of staff who takes responsibility for co-ordinating our work with these pupils and we abide by the Code of Practice (2014), embedded through the Children and Families Act 2014. This ensures that we work collaboratively with parents, colleagues in the Support Service and the pupil themselves to ensure the necessary intervention and resources are facilitated. The Academy has produced a SEND Statement, published on our website, detailing the support we are able to offer. SEND does not only refer to children with Physical or Learning Difficulties; support may also be needed for particularly able children or those who find it difficult to meet the Academy's expectations of acceptable behaviours.

Religious Education

RE is provided for all pupils in accordance with the Lincolnshire Agreed Syllabus of Religious Education. A daily act of collective worship is held. Parents have the right to withdraw their child from this act of religious worship and other religious education by making a written request to the Head of Academy.

The Academy has no affiliation with any religious denomination.

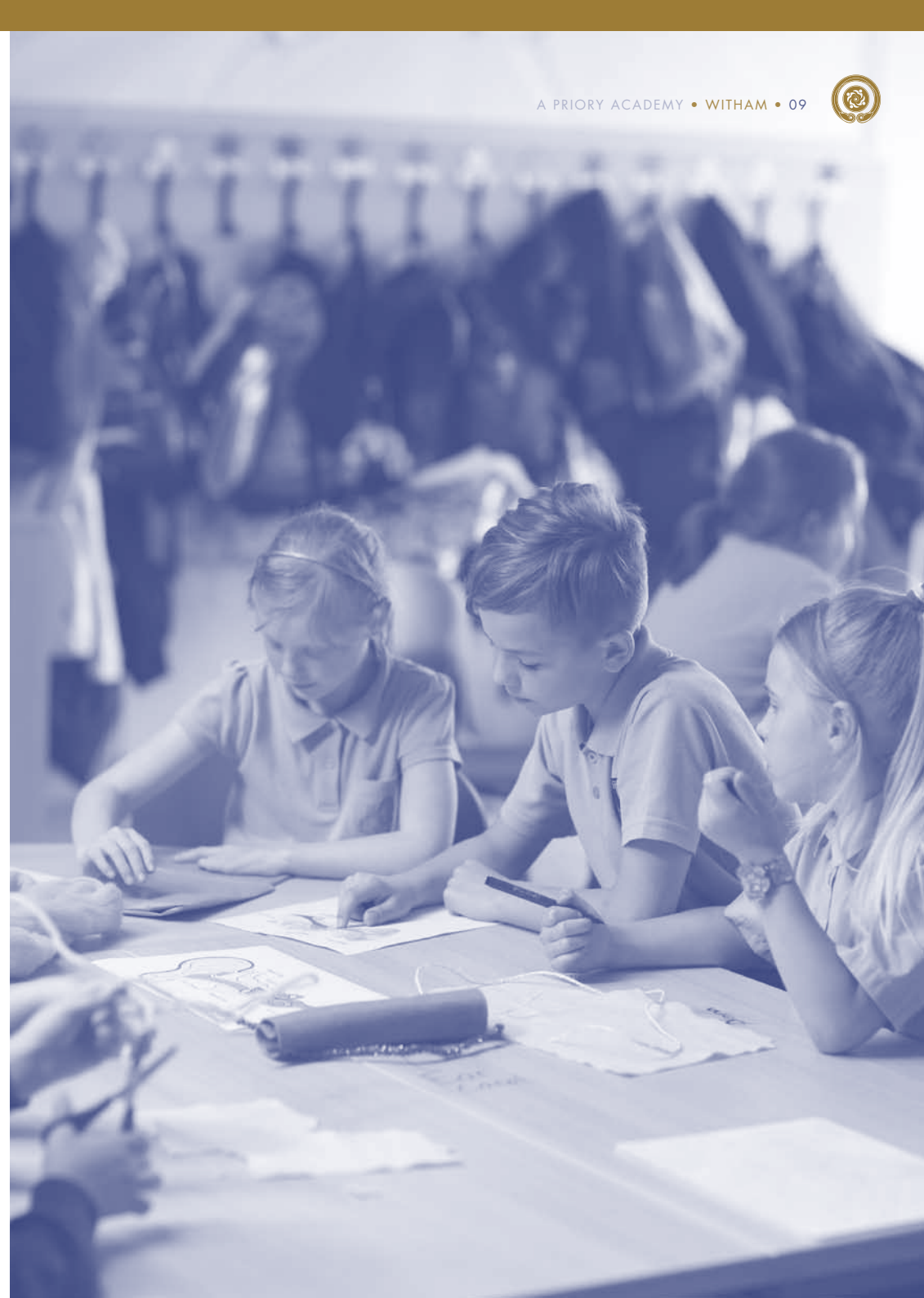
Race Equality Policy

The Academy is committed to providing equal opportunities for all. Its policy can be viewed on the website.

Expressing your concerns

We are fully committed to providing the best possible education for your child. However, we realise that sometimes things go wrong and that this can be a concerning time for all. Most concerns can be resolved through contact with your child's Class Teacher or Form Tutor or by contacting the Lead Practitioner/Year Director.

If you feel, however, that an issue has not been satisfactorily resolved, then a member of the Senior Leadership Team can be contacted in writing or by phoning the Academy Reception. We will try to deal with your concerns within 24 hours, but, at maximum, within five working days. If you are still dissatisfied with the decision, then we will provide you with information about your rights and the different ways in which you can pursue your concerns.





The Priory Witham Academy, De Wint Avenue, Lincoln, LN6 7DT
Tel: 01522 882900 **Email:** generalenquiries@priorywitham.co.uk

www.priorywitham.co.uk