



WITHAM
A PRIORY ACADEMY

INFORMATION BOOKLET
2023-2024



ADMISSIONS

School Places

The Priory Witham Academy will have the following agreed admission numbers for the school year 2024/2025.

- 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;
- 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.

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;
- 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.



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.**

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ACADEMY DATES: YEAR 2023/24

Module	Start	End
Module 1	Tuesday 5th September 2023	Friday 20th October 2023
Module 2	Monday 30th October 2023	Friday 15th December 2023
Module 3	Wednesday 3rd January 2024	Friday 9th February 2024
Module 4	Monday 19th February 2024	Thursday 28th March 2024
Module 5	Monday 15th April 2024	Friday 24th May 2024
Module 6	Monday 3rd June 2024	Friday 19th July 2024

Pre-School Places

The Priory Witham Academy will provide the following number of pre-school places in the school year 2024/2025 and, subject to any changes approved or required by the Secretary of State, for subsequent years.

- 40 pre-nursery places at any time for children who are 2 years old until the beginning of the term before their 3rd birthday;
- 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;
- 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 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.

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:

- looked after children, or previously looked after children;
- children where recognised professional opinion, including medical reasons, shows that a child's circumstances present a particularly strong case for taking in a child, and that opinion is accepted by the Academy;
- for two-year olds only, children who are entitled to early years funding for two-year olds;
- siblings of pupils who are on the roll of the Academy at the time of the application;
- 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;
- 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.

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

KS1 & KS2

Period	Start	End
Foundation Stage 1	8.50	3.00
Foundation Stage 1 (Wednesday morning session)	8.50	11.45
Foundation Stage 1 (Wednesday afternoon session)	12.00	3.00
Foundation Stage 2 - KS2	8.45	3.15

KS3 – KS5

Period	Start	End
Form Time	8.40	9.10
Period 1	9.10	10.10
Period 2	10.10	11.10
Break	11.10	11.30
Period 3	11.30	12.30
Lunch	12.30	1.10
Period 4	1.10	2.10
Period 5	2.10	3.10
Extra-Curricular Activities	3.10	4.10

CURRICULUM

YEAR 7-9 CURRICULUM FOR SEPTEMBER 2023

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

YEAR 10-11 CURRICULUM FOR SEPTEMBER 2023

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



UNIFORM

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.

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 is 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 appropriate Phase Leader/Year Director.

With all aspects of uniform, as with any other matter of Academy policy, if you are uncertain, please ask for our advice. It should be noted that pupils and families will be supported to ensure the correct uniform is available and worn; which is a requirement of the Academy.

Buying Academy Uniform

Uniform is available from a range of suppliers in Lincoln and the surrounding area. We also have an Academy Swap Shop. For further information about the Swap Shop, please email withamswapshop@prioryacademies.co.uk.

PRIMARY UNIFORM

- Skirt:** Grey, traditional school style, knee length
- Trousers:** Grey, traditional school style
- 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 or black shorts, Academy PE top/light blue polo shirt, trainers

SECONDARY UNIFORM (Y6 – Y11)

- Skirt:** Grey, pleated in style
- Trousers:** Grey, traditional school style
- Shirt:** Sky blue, worn with clip-on tie
- Blazer:** Navy with Academy badge
- Summer Dress:** Blue check (Year 6 only)
- 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:** Navy or black shorts, Academy PE top, trainers or tracksuit

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), as well as unnatural 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.



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 parents' 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 Academy's Student Behaviour and Discipline Policy will be followed if students are using their phones inappropriately in lessons or during social times; this may result in phones being handed in and collected by parents/carers in the event of breaches of the Academy expectations.

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.

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 Visits

Visits 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 visit. 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. The Academy reserves the right to exclude pupils from a visit.

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 visit, 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 visit, being sent home from the visit and/or being prevented from involvement in future visits. 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 Relationships and Sex Education (RSE) Policy

RSE is an integral part of our personal development programme 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 RSE 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 and wellbeing 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. The Academy has a qualified member of staff who takes responsibility for co-ordinating our work with these pupils and we abide by the SEND 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. 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.

Equal Opportunities 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 Phase Leader /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
FEDERATION
OF ACADEMIES TRUST

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