

# Washingborough Academy



## ADMISSIONS POLICY 2020-2021

## **Admissions Policy**

Washingborough Academy is an Academy and the Governing Body is the admissions authority. Washingborough Academy operates within an equal preference scheme and welcomes all children. The planned admission number for 2020-2021 is 45.

## **Application Procedures**

Applications must be made using the Common Application Form which will be made available by the Local Authority's School Admissions Team. Applications can also be made online via the Local Authority's website <http://www.lincolnshire.gov.uk/parents/schools/school-admissions> the date of which will be confirmed shortly.

Applications must be made direct to the Local Authority.

All places will be offered by the Local Authority's School Admissions Team on behalf of the Governing Body, within the primary co-ordinated admissions scheme operational in the Local Authority's area.

You must apply to the authority where you live. If you are unsure, for example if you live near council boundaries, you can apply for a primary school in any area, but you must apply to your home authority. If you live outside the Lincolnshire area, please contact your home authority to request an application.

A Lincolnshire County Council application can be downloaded from:

<http://www.lincolnshire.gov.uk/parents/schools/school-admissions/do-it-online/apply-online-for-a-school-place/>

## **Co-ordinated Admission Arrangements**

Washingborough Academy co-ordinated admission arrangements are in accordance with the Education (Co-ordination of Admission Arrangements) Regulations 2008.

## **Infant Class Size**

The School Admissions Code (2014) states that infant classes must not contain more than 30 pupils with a single qualified teacher. The School Admissions Code (2014) provides limited exceptional circumstances where children will remain an 'excepted pupil' for the time they are in an infant class or until numbers fall back to the current infant class limit, including children of multiple births and children of UK service personnel.

## **Deferred Entry**

Washingborough Academy provides for the admission of all children in the September following their fourth birthday.

Where we have offered a child a place at our school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

If a child has a fifth birthday during the summer term and parents/carers wish to defer entry until the September, they can opt to miss the Reception Year. School places cannot be reserved in these circumstances and parents/carers would have to apply for a Year 1 place during the summer term.

### **Admission to Nursery Classes**

This policy does not apply to children being admitted to Penfold Nursery. A separate admission arrangement is published for entry to the nursery. This can be obtained from the Academy office. Attendance in Penfold Nursery does not guarantee admission to the school for primary education. Attending Penfold Nursery does not give priority within the oversubscription criteria for a place in the Academy. Parents must make a separate application for the transfer from Penfold Nursery to a primary or infant school.

### **Oversubscription Criteria**

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014) where the school is named. Remaining places will be allocated in accordance with this policy.

In the event of the school being oversubscribed the Governing Body's criterion gives priority to the following children:

#### **1) Looked After Children and all Previously Looked After Children:**

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.

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).

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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. 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).

#### **2) Siblings:**

Priority is given to children who have siblings attending Washingborough Academy at the time of application and who will be attending at the time of admission. 'Sibling' includes full brothers and sisters who may not live at the same address, step siblings, foster siblings and adopted siblings who live at the same address are also classed as 'siblings'.

You must give full details of all siblings in the application.

### 3) **Distance:**

The address you state on your application must be the current one at the time of application. If your address changes after you have submitted your application, you should notify the School Admissions Team immediately.

- The measurement of distance will be calculated as the straight line distance. This is done electronically to three figures after the decimal point (eg 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school. Applicants living closest to the Post Office Address Point of the school will be given priority.

In the event of the admission number being reached within any one of the oversubscription criteria in the order listed, the distance criteria will be used as a 'tie breaker'. If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

#### **Twins and other siblings from a multiple birth**

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. The government's school admissions code makes an exception to the infant class limit in this situation.

#### **Brothers and sisters in the same year group**

Where there is only one place available in the school the children will be considered together as one application. The school will be allowed to go above its admission number as necessary to admit all the children except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will offer the parent one place for one child and a different school for the other child or children.

#### **Home Address**

By home we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

We do not take into an account an intention to move.

## **Process of Application in the Normal Intake Year**

Arrangements for applications for places Washingborough Academy will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Washingborough Academy will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

## **Midyear Admissions**

The admission authority will accept admissions into other year groups. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system. Parents can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions).

## **Admission of Children Outside of their Normal Age Group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Washingborough Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking 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 head teacher.

## **Children of UK Service Personnel**

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.

- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

### **Fraudulent Applications**

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

### **Waiting Lists**

For admission into the intake year the Governors will keep a waiting list which we call a reserve list.

If we have to refuse a place at our school your child is automatically put on the reserve list, unless you have been offered a higher preference school.

This list is in the order of the oversubscription criteria, as required by the school admissions code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The Governors must not take account of the time you have been on the list.

For the intake year the list is kept by the Schools Admission Team until the end of August. After this the school admissions code requires that schools keep the reserve list until the end of the autumn term.

The Academy will keep a reserve list for the intake year beyond the legal minimum and reserve lists for any other year groups.

### **Appeal Arrangements**

All appeals will be co-ordinated by Lincolnshire County Council Admissions Department.

Where the Governing Body is unable to offer a place because the school is oversubscribed, parents have the right of appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998 as amended by the Education Act 2002.

Parents should notify Lincolnshire County Council Admissions Team as soon as possible after receiving the letter refusing a place, if they want to appeal. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will receive 10 school days' notice of the place and time of the hearing.

### **Fair Access Protocols**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.