



## **ADMISSIONS POLICY**

### **The West Grantham Church of England Secondary Academy 2021/22**

1. This document sets out the admission arrangements for The West Grantham Church of England Secondary Academy in accordance with the Funding Agreement between The West Grantham Academies Trust and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.
2. The scheme of governance will require that any admissions matter, which requires the approval of the Secretary of State, will also require the approval of the academy.

*The academies were founded to provide education for children of the parish of St John's. They are academies for the whole community whilst it seeks to offer a Christian based education to all children; grounded in the Diocesan vision of "excellence, exploration and encouragement within the love of God". The academies values the involvement of all parents in supporting the school's Christian ethos. As Church of England schools, we hold regular Christian collective worship and festivals, both in school and in Church.*

3. Notwithstanding these arrangements, the Secretary of State may direct any of the above named academies to admit a named pupil to that academy on application from the local authority. Before doing so the Secretary of State will consult the academy.

In accordance with legislation the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014) naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

It is proposed to admit students to the academy in order to maintain its present character, serving Grantham town and surrounding areas.

The academy will continue to provide places for students who live outside the immediate area whose parents<sup>1</sup> wish them to attend the academy provided that they can be accommodated within the agreed admission limits.

#### **POLICY NUMBERS**

Students will be admitted at the age of 11+ without reference to ability or aptitude. The published admission number is 125.

#### **OVERSUBSCRIPTION**

Before allocating places the academy will first meet its statutory duty to children with an Education, Health Care Plan.

Where applications for admission exceed the published admissions number, the oversubscription criteria will be applied in the order set out below. Criteria marked with numbers in brackets are explained separately in the definitions section.

- a) Looked after children and all previously looked after children. (1)

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<sup>1</sup> A parent for the purpose of making an application is a person with 'parental responsibility' or a person who has day to day care of the child.

- b) Children who have siblings on roll at the time of application. (2)
- c) Children who have medical or social grounds supported by appropriate professional evidence, for example a letter from a doctor or social worker.
- d) Children who attend The West Grantham Church of England Primary Academy.
- e) The school is the nearest one to the home address, as defined in note 3. (3)
- f) The distance from the home to the academy, priority will be given to the child living closest to the academy, as defined in note 4. (4)

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the Trust or working in the Local Authority of Children's Service Directorate.

## DEFINITIONS

1. 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.) 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 the academy.

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 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.

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. A full brother or sister, whether or not resident in the same household. Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any other child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application. The academy will be allowed to go above its admission number by one.

3. The nearest school is found by measuring the straight line distance from your home address to all school's admitting children in the relevant year group.

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.

4. The nearest address to the school is found by measuring the straight line distance from your home address to the school.

#### **GENERAL**

The Trust will consult on any changes to its admission arrangements as required by the Admissions Code of Practice. It will establish arrangements for appeals against non-admissions, which will be heard by an independent appeal panel. You should inform the academy that you wish to appeal before the end of March for The West Grantham Church of England Secondary Academy.

#### **CO-ORDINATED APPLICATION PROCESS**

Arrangements for applications for places in year 7 at the 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. The 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.

#### **RESERVE LIST**

For entry into Year 7 a reserve list is kept. This list will be used if the number of students falls below the published admission number. If you listed the academy on the common application form your child's name will automatically be placed on our reserve list, if you were offered a place at a school which was named as a lower preference than the academy. This list will be kept until 31 August of each following year by the School Admission Team. The list will then be kept by the academy until the end of the autumn term.

If a family move into the area they may be placed higher on the reserve list because we take account of where you are in relation to the oversubscription criteria and not the length of time you have been on the list.

#### **MID YEAR ADMISSIONS**

The Directors will accept admissions into other year groups if there are places. 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.

#### **ADMISSION OF CHILDREN OUTSIDE 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.

The 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 of School.

#### **RIGHT OF APPEAL**

There will be a right of appeal to an Independent Appeal Panel for the parents or carers of all unsuccessful applicants. 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**

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. Students allocated under fair access protocols will take precedence over those on a waiting list. The academy will participate in Lincolnshire County Council's the fair access protocol.

#### **CHILDREN OF UK SERVICE PERSONNEL**

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

- Process an application in advance of the family arriving in the area provided it 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 Directors will not refuse a service child a place because the family does not currently live in the area.

#### **FRAUDULENT OR MISLEADING 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.