

Secondary Admissions Arrangements 2025/26



Diocese of Southwell & Nottingham

The West Grantham Church of England Secondary Academy

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Principal: Ms Clare Barber

1. Introduction

The West Grantham Church of England Secondary Academy (WGSA) is part of the Diocese of Southwell & Nottingham Multi Academy Trust, who are the admissions authority for the academy.

The Trust is committed to securing excellence in its academies by supporting them as they develop an ethos and learning environment based on Christian values and principles. It works with its academies to enable them to offer high quality education to pupils of all faiths and none. Parents/carers of children who wish to apply for a place are very welcome to visit the academy.

The Trust assumes that all parents/carers are willing for their children to join in all activities within the Christian ethos of the academy (whilst acknowledging parents/carers legal rights to withdraw their child from certain activities).

As a Church of England Academy our aim is to provide a successful, holistic and nurturing educational community for all that is rooted in Christian values. Our ethos is based on our mission statement 'Believe in yourself, in others, in God.' This is grounded in the principle from scripture to "Let your light shine before men in such a way that they may see your good works, and glorify your Father who is in heaven." (Matthew 5: 16)

Our belief is that every member of our community is unique, gifted and valued by God. This underpins our approach to both the curriculum and our inclusive pastoral support. We aim to develop confident learners who have a strong sense of respect and the ability to make good informed decisions. We encourage all to develop belief in themselves in order to pursue their ambitions. All members of our community are taught how to be resilient, work independently and take charge of their own learning.

Our belief is that our community should support and care for each other, this is reflected by all belonging to one of our three Houses. We work together to raise charitable funds and compete for the House Cup. We relish the opportunity to work with others towards common goals and celebrate each other's success in a respectful and loving manner.

Our hope is that all members of our school community develop a passion for making a difference whether at local, national or global level and as a school, we will do all we can to support everyone on this journey.

Published Admissions Number

All schools and academies are required to have a published admission number. This is the number of pupils each school can admit. The School Admissions Code 2021 defines the relevant age group, as the age group at which pupils are or will normally be admitted to the school e.g., Year 7 and Year 12.

The Published Admissions Number (PAN) for the academy is **120**.

The academy will admit any child up to PAN, providing it does not cause prejudice to the existing year group or other children in the academy.

2. Application Process for Admission into Year 7

- 2.1 Academies in the Diocese of Southwell & Nottingham Multi Academy Trust participate in **Lincolnshire County Council's Co-ordinated Admissions Scheme** and all deadlines within that scheme should be adhered to by applicants.

All other admissions applications are known as '**in-year**' applications and follow a slightly different application process referred to in section 4.

- 2.2 Applications for admissions into Year 7 must be made to the local authority where the child resides (the child's home local authority). Parents should apply using the **Local Authority Application Form**, to be returned online to their home Local Authority, before the closing date. For Lincolnshire residents this form can be found on the Lincolnshire County Council website at <https://www.lincolnshire.gov.uk/school-admissions>. Applications can also be made by completing a paper application form or by telephone on 01522 552222.

2.3 Ranking Applications

In line with the Trust's 'Scheme of Delegation' the Local Governing Body (LGB) at the academy is responsible for applying the admissions oversubscription criteria (see section 3) to all applications and ranking them in priority order. Applicants will then be sent a decision by the home Local Authority on the offer day.

2.4 National offer day

This is the day each year on which local authorities are required to send the offer of a school place to all parents in their area. For secondary pupils, offers are sent out by the home local authority on **1 March 2025** or the next working day.

These dates are relevant to all on-time applications in the primary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.

- 2.5 Late Applications (those received after the closing date).**
Late applications are considered after all on time applications have been processed and will be processed in-line with the Lincolnshire County Council Co-ordinated Admissions Scheme. Full details of which are available at <https://www.lincolnshire.gov.uk/school-admissions>.
- 2.6 Reserve List**
Parents whose children are not offered a place will be placed on a waiting list which is maintained in partnership with Lincolnshire County Council until 31 August and held by the school until the end of the academic year. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. The waiting list is re-ranked every time there is a new application. If any applications are received that have a higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available. If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time.
- 2.7 Right of Appeal**
Under the terms of the School Admissions Appeals Code 2022, if you apply for and are refused a place at WGSA you have the right to appeal.
In all cases where a place is refused at the academy, the applicant will be informed of their right of appeal to an independent panel. The decision of the independent panel is binding on all parties. Details of how to appeal a decision to refuse admission will be communicated to the applicant at the time of the refusal and will also be available on the academy website.
- 2.8 Withdrawing an offer of a place.**
An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.
- 2.9 Fraudulent information.**
Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, and this effectively denied a place to a child with a higher priority for the place at the school, the offer of a place may be withdrawn.

Where the allocation has been withdrawn, the application will be reconsidered and the usual statutory right of appeal will be made available if a place is subsequently refused.

The academy will check the home address on any applications where there are doubts about the information provided.
- 2.10 Repeat Applications**
Repeat applications to the academy will not be considered in the same school year unless there has been a significant and material change in the circumstances of the

application or those of the academy. A significant and material change in circumstances is something that alters the decision already made.

2.11 Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented, has experienced ill health or is a summer born child. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary schools and from primary to secondary schools. Children should only be educated out of the normal age group in very limited circumstances.

Parents should submit a request in writing to the academy as early as possible. The school will consider all requests and will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When parents are told the decision about the year group to which the child should be admitted, they will also be given reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to an intake age group, the home local authority must process the application as part of the main admissions round. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

3 In-Year Admissions Applications

3.1 The academy participates in Lincolnshire County Council's In-Year Co-ordinated Scheme.

Details of the application process for 'in year' admissions is on the Lincolnshire County Council website <https://www.lincolnshire.gov.uk/school-admissions> and applications should be made directly to them. Parents can apply online or by completing a paper application form. For transfer or application outside the normal admissions round the waiting list lasts until the end of the current academic year. It is maintained in strict 'admission criteria' order, irrespective of the date of application and is re-ranked every time there is a new application.

3.2 The academy also participates in Lincolnshire County Council's Fair Access Protocol, which includes the admission of vulnerable children in collaboration with the Local Authority. For full details please visit <https://www.lincolnshire.gov.uk/school-admissions>.

4. Admissions Arrangements for Admissions to Year 7

4.1 If there are fewer applications than places available, for the year group applied for, then all applicants will be allocated a place. If the academy receives more applications than it has places for, then the following oversubscription criteria will be applied after places have been allocated to any pupils who have an **Education, Health and Care Plan (EHCP)** which names the school.

4.2 Special Circumstances

Children whose particular medical need, mobility support needs, special educational needs or social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional at the time of the application will be considered by the academy. The information must demonstrate that **WGSA** is the only school/academy which can cater for the child's particular needs.

4.3 Oversubscription Criteria

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

The first criterion represents the group of children most likely to get a place at the school. The last criterion represents the group of children least likely to get a place.

- a) Children looked after by a local authority and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
- b) Children who have siblings on roll at the time of application.
- 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 When applying for the intake round in Year 7.
- e) The distance from the home to the academy, priority will be given to the child living closest to the academy.

4.4 Distance Measurement

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the academy as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey, E - 490072, N - 335295) to the child's home using Lincolnshire County Council's computerised distance measuring software.

4.5 Tie Breaker

Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation will be used to allocate places supervised by someone independent of the academy.

4.5 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, intended 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, where another address is not available or where the parent requests this.

The Directors will not refuse a service child a place because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

For late coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive.

The governors have discretion to admit in these circumstances if they wish but are not obliged to do so. If a place is refused, parents will be informed of the statutory right of appeal.

5. Definitions

5.1 Looked after and previously looked after children.

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definition:

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 in accordance with 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 residence order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 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).

For children who have been in state care outside of England and who ceased to be in state care as a result of being adopted, the following definitions apply:

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A residence order and child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. 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).

1.7 of the Schools Admissions Code 2021 provides a definition of IAPLAC and the new DfE guidance for admission of IAPLAC offers the following:-

“To be eligible for IAPLAC priority, the child must appear (to the admission authority) to have been in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) and ceased to be in state care as a result of being adopted.”

5.2 Home address

The child’s place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, and private fostering where either the parental address or that of the foster parent may be used. If a child’s parents live at separate addresses, the address where the child permanently spends at least three ‘school’ nights (Sunday, Monday, Tuesday, Wednesday, or Thursday) will be taken to be the place of residence.

Evidence that a child’s place of residence is permanent may also be sought and this should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

5.3 Parent

- The mother of the child.
- The father of the child where he was married to the mother either when the child was born or at a later date.
- The father of the child if (since 1 December 2003) he was registered as the father on the birth certificate.
- An adoptive parent.
- Any other person who has acquired ‘parental responsibility’ through the courts; evidence of this may be required.

The person making the application must hold parental responsibility. If those with parental responsibility are unable to agree on the preferences received by the academy, it may be necessary for parents to obtain further legal advice. The academy will continue to process an application unless legal documentation is provided that states an application cannot be processed. In cases where multiple applications are received for the same child, the academy will establish where the child lives for the majority of the time.

5.4 Sibling (brother or sister)

- Brothers and/or sisters who share the same parent(s).
- A half-brother, half-sister or legally adopted child living at the same address
- A child looked after by the local authority placed in a foster family with other school aged children
- A stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.