



Keystone Academy Trust

ADMISSIONS POLICY

2023-2024

Consulted on October 2021		

Incorporating the following Academies:

- Bourne Westfield Primary Academy
- Gedney Church End Primary Academy
- Long Sutton Community Primary School
- Lutton St Nicholas Primary Academy
- Surfleet Primary School
- Thurlby Community Primary Academy
- Tower Road Academy Boston

Admissions Policy

1. Introduction

1.1 The purpose of this policy is to outline the policies and procedures used to determine the admission of pupils to this academy. Some of these procedures are locally determined; others are informed or enforced by statute or the policy of the Local Authority. The Local Governor Board is the admissions authority for the school. Any parent can request that their child's date of admission is deferred or request a part-time place, please contact the Head teacher/Head of School if you want more details.

1.2 Applications should be made via Lincolnshire County Council or directly to the school. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place, then you will be informed of your right of appeal. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form. Parents resident in other areas must apply through their home local authority. All academies will adhere to the timescales outlined in the Lincolnshire County Council Co-ordinated admissions scheme available at www.lincolnshire.gov.uk/schooladmissions for these applications and the relevant Local Authority will make the offer of places on their behalf as required by the School Admissions Code.

2. Key Issues

2.1 Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age.

2.2 All Keystone Academy Trust academies provide for the admission of all children in the September following their fourth birthday. Where we have offered a child a place at a Keystone Academy Trust academy:

- That child is entitled to a full-time place in the September following their fourth birthday.
- 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;
- 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.

2.3 Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

2.4 The absolute limit of numbers to initially be granted places within the academy is determined by the academy and that figure is published annually. For the 2023-2024 academic year, that figure has been set as follows:

Bourne Westfield Primary Academy:	90 places
Tower Road Academy Boston:	90 places
Long Sutton Community Primary School	60 places
Surfleet Primary School	15 places
Thurlby Community Primary Academy	30 places
Lutton St Nicholas Primary Academy	15 places
Gedney Church End Primary Academy	15 places

Each academy within the trust will not exceed that figure in its new Reception intake each year. The exception to this is where the number of children legally admitted is reached and the last child is a twin or other sibling from a multiple birth - in that situation, the twin or other sibling from a multiple birth will be considered as one application and will be admitted. Classes will be organised in such a way that no Reception class or infant class exceeds 30 pupils apart from when a child is admitted as an 'excepted' pupil as in the case mentioned above.

2.5 In accordance with legislation the allocation of places for children with the following will take place first; Education Health and Care Plan (EHCP) (Children and Families Act 2014) where the school is named. We will then allocate remaining places in accordance with this policy.

2.6 In order to meet the government's military covenant aimed at helping UK service personnel, and Crown Servants returning from abroad we have adopted the following arrangements.

2.7 In order to support the military covenant aimed at removing disadvantage for UK service personnel (UK Armed Forces), and Crown Servants returning from abroad the following arrangements will apply. If an application is supported by an official letter declaring a posting and a relocation date, then an intention to move to a confirmed address or quartering within the UK will be accepted. The new address will be used to consider the application against the oversubscription criteria. A unit postal address can be used if the family do not have a confirmed address at the time of application.

2.8 Where an application is not supported by an official letter or is not being made due to a new posting then the current address will be used to examine the application against the oversubscription criteria until the family are formally resident in the new address. Proof of intended occupation of the residential address such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. For applicants participating in the Future Accommodation Model trial, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided.

2.9 An offer may be withdrawn if a child does not reside at the address listed on the application form if the school is oversubscribed and use of an incorrect address has resulted in a place being denied to another child who would otherwise have been offered the place.

If a family have provided the required proof of posting, a unit postal address will be accepted for the purposes of operating the oversubscription criteria if parents are unable to provide an address or prefer to use the unit address. This unit will be the base to which the parent has been posted.

2.10 In all cases where parents can demonstrate that the child is a child of a crown servant returning from abroad or is a child of a serving member of the armed forces, the Local Governor Board will consider whether to offer a place at a school even if the school has reached its official PAN. When making the decision whether to offer over PAN the Local Governor Board will consider the circumstances of each case including; if the applicant would have been offered a place had they applied on time in the admissions round of the year of entry; whether there is any child on the reserve list with higher priority under the oversubscription criteria; whether admission of a further student would prejudice the efficient education and efficient use of resources and this prejudice would be excessive. The Local Governor Board have discretion to admit above the admission number in these circumstances, but they are not obliged to do so. If a place is refused, parents will be informed of their right of appeal.

2.11 If there are more applications for admission than there are places then the academy's admission criteria will be brought into operation and followed rigorously. These criteria are published annually by the academy and are made available to parents. If a parent appeals against the decision of the Local Governor Board, then an independent appeal tribunal will be set up and the appeal heard by that tribunal.

2.12 Lincolnshire County Council operates a central admission clearing house in respect of initial entry to school in the Reception year. If there are insufficient places available, then the procedure as outlined in paragraph 2.5 will be followed. Details of the application process may be obtained from the academy. There is a procedure for submission of applications and offering of places which follows a county wide policy and timetable. Details of that policy and timetable are given to all applicants.

2.13 Once firm places have been offered parents will be informed of the induction arrangements for new Reception pupils. This will take the form of a number of visits during the summer term where pupils will have an opportunity to spend time in the academy and parents will have an opportunity to discuss their child's education with the academy staff. The Headteacher/Head of School will use this opportunity to explain the philosophy of the academy and the key role parents play in the education of their children. Basic information about uniform and assimilation into school life will be also be given at this time. The importance of a partnership between parents and the academy will be stressed.

2.14 A similar centralised system is also operated by the Local Authority for admissions into other year groups as and when they are sought. If the Local Authority is unable to offer a place at the academy, parents may put their child's details onto a mid-year reserve list, which is maintained by the academy. The child's details will remain on this list for a period of 12 months at which point the parents will be contacted to ascertain whether they wish to remain on the list beyond that point.

3. Academy Admission Criteria

3.1 For entry into Reception in September, places will be allocated to parents who return an application, before any parent who has not returned one. The oversubscription criteria are listed in order. Words marked with a number, for example: 1, 2, 3, and 4 are explained separately in the definition and notes section.

3.2 The oversubscription criteria below are listed in the order we apply them. If there are

more applicants than places within a particular category, the next criteria will be applied until the tiebreaker is used.

- A. The child is in the care of the local authority or has previously been in the care of the local authority and has been adopted or become subject to a residence order or special guardianship order including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (1)
- B. There is a brother or sister (2) on roll at the academy at the time of application
- C. Children of staff members employed at the school (3)
- D. The academy is the nearest one to the home address, as defined in note (4)
- E. The straight-line distance from the home to the academy. Priority will be given to the child living nearest the academy as calculated by Lincolnshire County Council school admissions team (5).

3.3 Definitions and notes:

(1) Looked After Children and 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. 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 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) Brother or sister.

- 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 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.

Twins and other siblings from a multiple birth

In these cases, all the children will be considered together as one application. If twins or multiple birth children are split by operation of the oversubscription criteria, the school will accommodate all children unless this would make the

class too large and prejudice the education of the other children. 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.

(3) For children of permanent employees whose place of work is at the academy at the time of admission. Where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

(4) The nearest school is found by measuring the straight line distance from the child's home address to all state funded school's admitting children in the relevant year group. Measurements are calculated electronically from the Post Office address point of the home address to the Post Office address point of the school. We measure distance to three decimal places, e.g. 1.256 miles.

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.

(5) The nearest address is found by measuring the distance from your home address to the academy. Measurements are calculated electronically from the Post Office address point of the child's home address to the Post Office address point of the school by straight line distance. We measure distance to three decimal places, e.g. 1.256 miles.

(6) The oversubscriptions criteria are listed in the order we apply them. If any of the oversubscription criteria have too many applicants, then the tie-break will be by distance using the method in note 4. If the distance is not sufficient to distinguish between two applicants for the last remaining place, then a lottery will be drawn by a person independent to the academy and not working in the

4. Fraudulent or misleading applications

4.1 As an admission authority, we reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. 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.

5. Admission of Children Outside their Normal Age Group

5.1 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. Parents resident in Lincolnshire should call 01522 782030 or email schooladmissions@lincolnshire.gov.uk for advice 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. All Keystone Academy Trust academies will make decisions 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;
- 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/Head of School.

6. Right of appeal

6.1 Parents who are not offered a place for their child have a right to appeal to an Independent Appeal Panel. Further information about this process will be provided by the academy.

7. Fair Access Protocol

7.1 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. All Keystone Academies will participate in Lincolnshire County Council's Fair Access Protocol.

This policy was reviewed and approved by the Trustees in October 2021.