



ADMISSION POLICY 2018 / 2019

The West Grantham Academies Trust Approved Admissions Arrangements Policy

- 1 This document sets out the admission arrangements for the two academies in The West Grantham Academies Trust 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 two academies in The West Grantham Academies Trust are:

The West Grantham Academy St Hugh's

The West Grantham Academy St John's

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 Trust.

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.

THE WEST GRANTHAM ACADEMY ST HUGH'S

It is proposed to admit students to St Hugh's 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 wish them to attend St Hugh's 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 a statement of Special Educational Need or 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)
- 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 Trust primary academy, which is The West Grantham Academy St John's.
- 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 distance from your home address to all school's admitting children in the relevant year group by driving distance along public highways. Distance is measured electronically along public highways using the post office address point of the home to the post office address point of the school.

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 distance from your home address to the school by driving distance along public highways. We do not measure to any other schools. Distance is measured electronically along public highways using the post office address point of the home to the post office address point of 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 St Hugh's.

CO-ORDINATED APPLICATION PROCESS

Arrangements for applications for places in year 7 at St Hugh's 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, 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. St Hugh's 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 West Grantham Academy St Hugh's. 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 Trust 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 Principal.

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.

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, we 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 Unit postal address or quartering area address to use when considering the application against the academies oversubscription criteria. We will accept a Unit postal address or quartering area address for admissions purposes for a service child, we 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.

THE WEST GRANTHAM ACADEMY ST JOHN'S

In accordance with the Code of Practice for Special Educational Needs, the allocation of academy places for pupils with a statement of special educational needs or an Education, Health Care Plan will take place before the academy allocates other places as part of the normal admissions process.

POLICY NUMBERS

Our published admission number is 60.

OVERSUBSCRIPTION

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. The child is in the care of the local authority or had previously been in care. (1)
- 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. The school is the nearest one to the home address, as defined in note 3. (3)
- e. 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. A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application. This includes any child that has previously been in care and who is now adopted or who is subject to a residence order or special guardianship order.
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.

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 academy will 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 academy the children will be considered together as one application. The academy will 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 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. The nearest school is found by measuring the distance from your home address to all school's admitting children in the relevant year group by driving distance along public highways. Distance is measured electronically along public highways using the post office address point of the home to the post office address point of the school.

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 distance from your home address to the school by driving distance along public highways. We do not measure to any other schools. Distance is measured electronically along public highways using the post office address point of the home to the post office address point of 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 following the closing date for applications on 18 April.

CO-ORDINATED APPLICATION PROCESS

Arrangements for applications for places in reception at St John's 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, 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. St John's 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.

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.

PART-TIME ADMISSION

Children can start school full-time in the September following their fourth birthday. 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. Parents can request that their child attends part-time until the child reaches compulsory school age.

FAIR ACCESS

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one academy has to take too many of these children.

CHILDREN OF UK SERVICE PERSONNEL

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

For late co-ordinated applications and midyear applications we will aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the school's oversubscription criteria to their address. We will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed of offer day. If the address is within the distance the directors will be asked to consider admitting providing all children in public care and siblings have already been admitted and there is no child with higher priority under the oversubscription criteria on the reserve list. This will be irrespective of the fact that the directors still cannot admit because of organisational or curriculum difficulties within the school.

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 fraudulent 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.

THE WEST GRANTHAM ACADEMY ST JOHN'S – NURSERY

The Board of Directors of The West Grantham Academies Trust is the admission authority for the Nursery. All decisions regarding the admission of children into the nursery are made with reference to this policy.

The Nursery class is part of The West Grantham Academy St John's providing education for 3 and 4 year olds. The maximum number of children that can be admitted is 26 in each morning session and 26 in each afternoon session. A child cannot attend a mixture of morning and afternoon sessions but must elect for either morning or afternoons. Session times are 8.45am to 11.45am and 12.30pm to 3.30pm.

The Trust anticipates that there may be occasions when we are unable to offer places to all parents wishing their child to attend the Nursery. It is unfortunate when this occurs, but the Nursery has a set limit beyond which it cannot function efficiently, child/teacher ratios will become unacceptable and the Nursery may not comply with various Health and Safety Regulations. It is likely in the future that this situation will arise more frequently, so in order to allocate places on a fair basis to all, we have formalised the admissions procedure and clearly defined the method of prioritising in the event of over subscription.

The Trust places no constraints on who may apply for entrance to Nursery, all applications will be considered and processed in accordance with the guidelines in this document. Children will be admitted without reference to ability or aptitude.

All children are funded by the Government. The Trust makes no charge in relation to the free entitlement to 15 hours of Nursery provision. In order to qualify for entry into a Nursery class children must have reached the age of three by the 31 August in that year.

It is vital that applications are made as early as possible in order that the Trust can process them and let parents know where they stand well before their son or daughter is due to start Nursery. If we are unable to offer a place this will ensure that parents have time to make alternative arrangements. We therefore will not prioritise any late applications until all timely applications have been offered a place and decided to accept or reject it.

Applications must be made using the application form available from the academy office. This will ensure that the academy has all the necessary information.

The sequence of events will be as follows:

1. Application form received by the nursery, registered and dated by 31 January (Application submission date) before the September they are due to start Nursery.
2. At the beginning of February prior to the September of admission a place will be offered to all children meeting the priority criteria, up to 26 places (in each session).
3. Acceptance of a place is open for 10 working days.

The Trust would naturally welcome being kept up to date regarding any changes in circumstances (for example an impending move from the area or decision to go to another school) in order that we can be as fair as possible to others on the waiting list.

If an offer is made the applicant is to confirm, within 10 working days of the date of the offer being made that they wish to take up the place. In the event of over subscription, in fairness to those on

the waiting list, the nursery must know quickly how many places will be taken so that spare places can be offered to others. We would not expect applicants to hold more than one nursery offer.

If we do not receive a reply to the offer we will have to consider this a rejection of the place. We will of course attempt to contact applicants before doing this. It must be noted that, due to funding arrangements, only applications from parents who wish to take up all five morning or afternoon sessions can be accepted.

APPLICATION CRITERIA

Before allocating places the academy will first meet its statutory duty to children with a statement of Special Educational Need or 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 definition and notes section.

- a. The child is in the care of the local authority or had previously been in care. (1)
- 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.
- e. The nursery is the nearest one to the home address, as defined in note 3. (3)
- f. The distance from the home to the nursery, priority will be given to the child living closest to the nursery, as defined in note 4. (4)

If the distance 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. A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application. This includes any child that has previously been in care and who is now adopted or who is subject to a residence order or special guardianship order.
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.

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 nursery will go above its admission number as necessary to admit all the children, unless this would make the class too large.

Brothers and sisters in the same year group – where there is only one place available in the nursery the children will be considered together as one application. The nursery will go above its admission number as necessary to admit all the children, except in cases where the class becomes too large.

3. The nearest nursery is found by measuring the distance from your home address to all school's admitting children in the relevant year group by driving distance along public highways. Distance is measured electronically along public highways using the post office address point of the home to the post office address point of the school.

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 nursery is found by measuring the distance from your home address to the nursery by driving distance along public highways. We do not measure to any other nurseries. Distance is measured electronically along public highways using the post office address point of the home to the post office address point of the school.

OVER SUBSCRIPTION FOR MORNING AND AFTERNOON SESSIONS

While we will endeavour to allocate your preferred session, in the event of over subscription for either morning or afternoon, places will be awarded on the basis of the admissions criteria.

Applications will be kept on a list in accordance with the admissions criteria and parents will be contacted in accordance with that list, should a place become available subsequently for the preferred session.

ADMISSION CRITERIA OTHER THAN SEPTEMBER INTAKE

Applications must be made using the application form available from the academy.

If you wish to register your child for the spring or summer terms only then a place will be offered subject to availability during the term before and the same priority criteria will apply as before.

RIGHT TO APPEAL

There is no law to say nursery children must have a place and so there is no right of appeal against a decision not to offer a child a place at a particular nursery school or class.

ADMISSION TO RECEPTION YEAR

Although the Nursery class is part of The West Grantham Academies Trust there is no automatic entry to Reception Year and parents must apply and register for this separately in accordance with the Admissions Policy for The West Grantham Academy St John's (detailed above). It is not a requirement

to have attended the Nursery in order to be able to apply for a place at The West Grantham Academy St John's.