



INGOLDMELLS ACADEMY

# **Admissions Policy**

## **2019/20**

This policy was reviewed and approved by the Greenwood Academies Trust Board on 15 December 2017.

# **PROCEDURE FOR ADMITTING PUPILS TO THE INGOLDMELLS ACADEMY**

The Ingoldmells Academy provides for the needs of children within the 4 to 11 age range who live in Ingoldmells and the surrounding area.

Pupils will be admitted at the age of 4+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

The Greenwood Academies Trust is the Admissions Authority for the Ingoldmells Academy.

## **Admission number(s)**

1. The Academy has the following agreed admission numbers:
  - a) 20 for pupils in Year R (Reception)

## **Admission number for primary provision (age 5)**

2. All children are entitled to a full-time place in the September following their fourth birthday.

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## **Process of Application**

3. Arrangements for applications for places at the Ingoldmells Academy will be made in accordance with the Lincolnshire LA's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at:

[www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

Parents resident in other areas must apply through their home Local Authority.

4. The Academy will use the Lincolnshire LA's timetable for applications to the Ingoldmells Academy each year (exact dates within the months may vary from year to year).
  - a) September/October - the Ingoldmells Academy will provide opportunities for parents to visit the Academy
  - b) By 15 January – parents complete the common application form (CAF) and return it to the LA to administer
  - c) 16 April or nearest working day – notification of offers are made to parents or, if an on-line application, parents can log in to access their application from this date.

## **Consideration of applications**

5. The Ingoldmells Academy will consider all applications for places at the Academy.

Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

6. For children of UK Service Personnel (UK Armed Forces) with a confirmed posting, the Academy will consider the application in advance of the child 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.

### **Admission to Reception (statutory age 5) – oversubscription criteria**

7. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.
8. The Ingoldmells Academy will first accept all pupils with a statutory right to a place at the Academy through a Statement of Special Educational Needs or an Education Health and Care Plan naming the Ingoldmells Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below.
  - a) Looked After or previously Looked After children.\*
  - b) A child with a sibling\* on roll at the Academy at the time of application and admission.
  - c) The Academy is the nearest one to the home address.\*
  - d) The distance from home to the Academy\*.

*\* See definitions*

In the event of oversubscription using the above criteria, priority will be given to those living nearest to the Academy.

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

### **Admission of children outside their normal age group**

9. Parents may request that their child is admitted outside their normal age group, for example, summer born children\*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.
10. For Reception year, any parent of a summer born child wanting their child to be admitted outside of the normal age group for Reception year should make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.

For other year groups, any parent wanting their child to be admitted out of the normal age group should submit a request, in writing, to the Ingoldmells Academy as soon as is possible.

11. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent. The Academy is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to.

All such applications will be considered at the time they are submitted.

*\* The term 'summer born' is used to refer to children born from 1 April to 31 August.*

### **Operation of waiting lists**

12. As required by the Schools Admissions Code, the Ingoldmells Academy will maintain a waiting list until the end of autumn term for Reception year. If a parent wishes their child to be kept on a waiting list for the rest of the academic year, they should contact the Academy. Applications for inclusion on a waiting list will be ranked according to our over-subscription criteria as described in paragraph 8 above.
13. For in-year applications, where the Academy receives more applications for places than there are places available, a waiting list will operate for unsuccessful applicants. Waiting lists will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on a waiting list for the relevant year group following an unsuccessful application.

### **Arrangements for in-year admissions**

14. The Ingoldmells Academy will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.
15. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.
16. If more applications are received than there are places available, the oversubscription criteria in paragraph 8 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

### **Right of Appeal**

17. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made within twenty (20) school days of the date of refusal to:

Ingoldmells Academy  
Simpson Court  
Ingoldmells  
Skegness  
PE25 1PS

### **Fair Access**

18. The Ingoldmells Academy participates in Lincolnshire County Council's Fair Access protocol. All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to children without a school place after the start of the school year; it does not operate when children transfer from primary school to secondary school.

## **Fraudulent or Misleading Applications**

19. As an Admission Authority, we have the right to investigate any concerns we may have about an application and to withdraw the offer of a place if we consider there is evidence that a fraudulent claim has been made or misleading information provided, 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 over-subscription criteria accurately and fairly.

## **Definitions**

### **1. Definition of 'Looked After' or previously 'Looked After' children**

In accordance with Section 22 of the Children Act 1989, a 'Looked After child' is defined as:

- a child who is in the care of a Local Authority at the time an application for admission to the Academy is made
- a child who is 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 the Academy.

Previously Looked After children are children who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002.

### **2. Definition of siblings and the position of twins**

Sibling:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or 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. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, both will be considered together as one application. The Academy's admission number may be exceeded by one; the School Admissions Code makes an exception to the infant class limit in this situation.

1. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order under Section 12 of the Children and Families Act 2014 determining (a) with whom the child is to live, spend time or otherwise have contact and (b) when a child is to live, spend time or otherwise have contact with any person. 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)

In the case of siblings 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 may go above its admission number as necessary to admit all the children, except in cases where infant class regulations, as stated in the Schools Admissions Code, prevent this from happening.

### **3. Definition of the distance to an intending pupil's home**

Distance to a child's home will be by straight line distance as calculated by Lincolnshire Local Authority using an electronic measuring system, from the post office address point of the child's home to the post office address point of the Academy; these are not the same as postcodes and are individual to each property.

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

Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of admission 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 you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the Academy term time.

### **4. If any of the oversubscription criteria have too many applicants then the tie-break will be by distance using the method in note 3 above.**

If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person.