



INGOLDMELLS ACADEMY

Admissions Policy

2027/2028

This policy was reviewed and approved by the Greenwood Academies
Trust Board on 6 February 2026.

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)
2. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Where children below compulsory school age are offered a place at the Academy, they will be entitled to attend the Academy full-time in the September following their fourth birthday.

Parents/carers may defer their child's entry to the Academy until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made, when the place will cease to be available for the child.

Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Please discuss this with the Academy directly once you have received an offer of a school place.

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

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.

Admission to Reception (statutory age 5) – oversubscription criteria

6. 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.
7. The Ingoldmells Academy will first accept all pupils with a statutory right to a place at the Academy through 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 children and previously looked after children, 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*.
 - 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

8. 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.
9. 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.

10. 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

11. All parents/carers who are unsuccessful in gaining a place for their child may wish to place their child's name on the waiting list. To do so, parents/carers must contact the Academy and request that their child's name is placed on the waiting list. This should be done by email/in writing to the Principal.

Each added child will require the list to be ranked again in line with the Academy's published oversubscription criteria. Priority will not be given to children on the basis that they have been on the waiting list the longest.

12. A child's name will remain on the waiting list until the end of the school term in which the application was made. If parents wish their child's name to remain on the list for the remainder of the academic year, they must write to/email the Academy at the beginning of each term to renew their interest.

Please note – placing a child's name on the waiting list does not affect parents' rights to appeal.

Arrangements for in-year admissions

13. An in-year admission refers to an application for a school place made during the school year, or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.
14. The Ingoldmells Academy will co-ordinate in-year admissions and applications should be made direct to the Academy.

Right of Appeal

15. If a parent's/carer's application for a place at the Academy is unsuccessful, they have the right of appeal to an Independent Appeals Panel.
16. Parents/carers should submit their appeal, in writing and giving their reasons for appeal, to:
Ingoldmells Academy
Simpson Court
Ingoldmells
Skegness PE25 1PS

UK Armed Forces

17. Special conditions apply to applications from UK Armed Service Personnel and Crown Servants.

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in the area, a place will be allocated in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Applications will not be refused solely because the family do not yet have an intended address, or do not yet live in the area.

The address at which the child will live will be used when applying the oversubscription criteria as long as evidence of an intended address is provided. A Unit or quartering area address will be used as the child's home address where a parent requests this.

18. The Academy has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Fair Access

19. 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

20. 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 oversubscription criteria accurately and fairly.

Definitions

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

A 'looked after child' is a child who is:

- in the care of a local authority, or
- 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.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This includes 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. 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.

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; the School Admissions Code makes an exception to the infant class limit in this situation.

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. Nearest School

The nearest school is found by measuring the straight line distance from the child's home address to all state funded mainstream schools admitting children in the relevant year group.

Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12-figure X and Y coordinates for each individual property.

Details of which school is the closest school to your home address can be found at:

<https://www.lincolnshire.gov.uk/find-nearest-school>

5. Tie Break

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.