



INGOLDMELLS ACADEMY

Admissions Policy

2024/2025

This policy was reviewed and approved by the Greenwood Academies
Trust Board on 3 February 2023.

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

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.

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. 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 7 above.
12. 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

13. 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.
14. 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.
15. If more applications are received than there are places available, the oversubscription criteria in paragraph 7 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

Right of Appeal

16. 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 1QE

UK Armed Forces

17. 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 Academy 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 the parent requests this

- The Academy will not refuse a service child a place solely 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.

18. 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 Academy 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.
19. 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

20. 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

21. 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

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.

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. 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.

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

This applies when the school is the nearest state funded, non-selective, mainstream school to the child's address admitting children to the relevant year group; this is calculated by Lincolnshire County Council school admissions team using straight line distance to three decimal places e.g.1.234 miles. If you reside in Lincolnshire, you can use the search tool at <https://www.lincolnshire.gov.uk/find-nearest-school> to identify which school is your closest school.

5. 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.

Nursery Admission Policy

At Ingoldmells Academy, we believe that all young children should have an equal opportunity to access high quality, Early Years Education. To ensure all stakeholders understand our commitment to equalities and fairness we believe there needs to be clarity with regard to the priorities, criteria and procedures for allocating places in Nursery at our school. All decisions regarding admission into Nursery are made with reference to this policy.

At Ingoldmells Academy, we admit children to our Nursery from the term following their second birthday and they can remain in the Nursery until the end of the summer term after their fourth birthday. We offer a **term-time only** provision, in accordance with the published term dates for Ingoldmells Academy.

A child born on or between	Will become eligible to start their place from
1 st April – 31 st August	The start of the autumn term (September)
1 st September – 31 st December	The start of the spring term (January)
1 st January – 31 st March	The start of the summer term (April)

The Minnows (Nursery Class) is part of Ingoldmells Academy, and has a maximum capacity of 27 places in each morning session and 27 places in each afternoon session. Ingoldmells Academy places no constraints on who may apply for Nursery and all applications will be considered and processed in accordance with this policy. Children will be admitted without reference to ability or aptitude.

Parents/carers are welcome to apply for a place at Ingoldmells Academy Nursery at any point in the year. Children can be admitted to the Nursery at the start of the term following their second birthday. When a parent/carer contacts the school enquiring about a place for their

child in the Nursery, the administration process will be explained. They will be informed whether there is currently a place available for their child and/or when a place may become available.

If a place is available, the parent/carer will be invited to visit the Nursery; if the parent/carer agrees to abide by all the terms and conditions of administration, they will be asked to arrange an induction visit/s, and a start date for the child will be agreed. Parents will also be asked to bring their child for at least one visit to the Nursery setting prior to the child starting, to meet staff and familiarise themselves with their new surroundings. Parents will need to provide their child's birth certificate and proof of address.

Parents who would like a 15-hour place are asked to state a preference for morning or afternoon. However, the nursery may need to take account of the balance between morning and afternoon places so it may not always be possible to fulfil all parents' requests.

Places

We offer a term-time-only provision in accordance with the published term dates for Ingoldmells Academy. **Please note we only offer AM sessions for 2 year olds.** The sessions run as stated below:

	Hours	Fee Due
AM Session = 8.45am – 11.45am	3 hours	£13.50
PM Session = 12.15pm – 3.15pm	3 hours	£13.50
Full Day = 8.45am – 3.15pm*	6 hours	£27.00
Hot lunch		£2.60 per meal

*You will not be charged for the 30 mins lunch session. **Your child will only have a school meal/packed lunch if they attend a Full Day Session.**

Sessions are charged at £13.50 for an AM session or PM session and £27.00 for the full day session.

2-Year-old Funding

Your 2-year-old can get up to 15 hours free childcare if you live in England and get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

15 hours per week, term time only, available from the term after the child's second birthday.

- Parents can register their child for a place at Ingoldmells Academy by completing a Nursery Application Form and providing us with an Eligibility Code.
- Click the link to apply through Parent Portal Through the Lincolnshire Parent Portal online: <https://www.lincolnshire.gov.uk/2yearolds>
- If eligible, you will be given a 6-digit code. This code should then be given to your childcare provider.
- All registrations to be considered and places offered to children will follow the criteria outlined above.
- Subject to availability from the term after their second birthday.

3- and 4-Year-olds Free Universal Entitlement

15 hours per week, term time only, available from the term after the child's Third Birthday.

- Parents can register their child for a place at Ingoldmells Academy by completing a Nursery Application Form.
- Only a valid 30 Hour Code will guarantee the funding of the extended 15hrs under this entitlement, and it is the parent(s)/carer(s) responsibility to provide this.
- Parents will be asked to renew their 30 Hours Code **every 3 months**.
- The nursery will not hold a 30-hour place for a child whose parent/carers is still 'applying' or is 're-applying' or has lost their eligibility code.
- HMRC will prompt parents by email or text 4 weeks and then 2 weeks before, to renew their 30 Hours Code if they have not reconfirmed their eligibility.
- If a 30 Hour Code cannot be renewed, or the parent chooses not to renew the code, after 6 weeks the code will enter a 'grace period'. This is a short period of time in which extended 15 hours can still be offered by the nursery.
- When the grace period lapses, the place will revert to a universal 15-hour place. If the place is filled by the time the code is refreshed/renewed a further 30hr place can be refused.
- All registrations to be considered and places offered to children will follow the criteria outlined below.
- Children who are three and four will be offered 15 free hours of nursery education, term time only, subject to availability from the term after their third birthday.
- Places will be filled across the year if available, in accord with this Admission Policy.

3- and 4-Year-Olds Free Extended Entitlement (30 hours)

30 hours per week, term time only, available from the term after the child's third birthday for families who meet the following criteria:

- Both parents must be working – or the sole parent is working in a lone parent family
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- Each parent must have an annual income of less than £100,000
- One/both parent(s) is away on leave (parental, maternal etc.) or one/both parent(s) is on Statutory sick pay
- Parents on zero-hours contracts may be eligible, as are those who are registered as self-employed
- One parent is employed, and the other parent has either: substantial caring responsibilities and/or disability; is a foster carer with their own three-and four-year-old children

To register eligibility for a 30hr Nursery place parents must register on-line at <https://www.gov.uk/apply-30-hours-free-childcare>

- Only a valid 30 Hour Code will guarantee the during of the extended 15hrs under this entitlement, and it is a parent(s)/carer(s) responsibility to provide this.
- Parents will be asked to renew their 30 Hour Code **every 3 months**.
- The nursery will not hold a 30-hour place for a child whose parent/carers is still 'applying' or is 're-applying' or has lost their eligibility code.

- HMRC will prompt parents by email or text 4 weeks and then 2 weeks before, to renew their 30 Hour Code if they have not reconfirmed their eligibility.
- If a 30 Hour Code cannot be renewed, or the parent chooses not to renew the code, after 6 weeks the code will enter a 'grace period'. This is a short period of time in which extended 15 hours can still be offered by nursery.
- When the grace period lapses, the place will revert to a Universal 15-hour place. If the place is filled by the time the code is refreshed/renewed a further 30 hr place can be refused.

Charges

Fees are to be paid in advance, either at the beginning of the week, month or term. If your child is absent from nursery, unfortunately full fees are still due (nursery still has to pay wages, rent, insurance etc.).

In cases of prolonged absence please see Mrs Tett concerning the fees due. Each child's attendance at the group is conditional upon continued payment of any necessary fees.

1. Late fees £5 for every 15 minutes of lateness
2. Outstanding fees of two weeks will result in the child's place being cancelled and outstanding debt passed on to our Finance department.

Notice Period

Ingoldmells Academy Nursery requires 4 weeks written notice should you wish to withdraw your child from setting.

Please note funding may not transfer to a new provider until you have served your 4 weeks' notice period.