

## INGOLDSBY ACADEMY – ADMISSIONS POLICY 2018 - 2019

Arrangements for applications for places in Reception at INGOLDSBY ACADEMY will be made in accordance with Lincolnshire's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at:

<http://www.lincolnshire.gov.uk/parents/schools/school-admissions/>

Parents resident in other areas must apply through their home local authority (LA). INGOLDSBY ACADEMY will use Lincolnshire's timetable published online for these applications and Lincolnshire will make the offers of places as required by the School Admissions Code.

### Published Admission Number (PAN)

The PAN for Reception is 15. If there are fewer applicants than places available all applicants will be admitted.

### Special Educational Needs

Any child with a Statement of Special Educational Needs or Education, Health and Care Plan that names the academy will be admitted.

### Oversubscription Criteria

If there are more applications than places available we will apply the oversubscription criteria listed below:

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. 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).
2. A child with a sibling on roll at the time of application. Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child living at the same address; a child looked after by a local authority placed in a foster family with other school age children; a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
3. Children who meet the religious criteria laid down by a number of Church of England schools given in the table below (***school to append***). All these schools require regular monthly attendance at the place of worship for at least a year before making your application unless other arrangements are specified in the table. The attendance should be verified by a signed letter from an officiating minister at the place of worship. If you have only recently moved to the area the school can also consider written evidence of an equivalent commitment to a place of worship at your previous address, provided you have started to worship in the area you have moved to.

4. The distance from the child's permanent home address to the school. Priority will be given to the child living nearest the school. Distances are measured using the post office address point of the home to the post office address point of the main school gate and using Lincolnshire's computerised distance measuring software.

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Monday–Friday.

### **Tie-break**

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of the school.

### **Multiple Births**

In the case of twins or other multiple births, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number by one.

### **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.

### **Fair Access Protocol**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The school will comply with Lincolnshire's Fair Access Protocol. This may mean admitting children above the PAN.

### **Deferred Entry to School**

In accordance with the requirements of the Admissions Code, if your child has been offered a place:-

- a) your child is entitled to a full-time place in the September following their fourth birthday;
- b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches compulsory school age.

### **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. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA common application form or the in-year admission form, as appropriate
- b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

INGOLDSBY ACADEMY 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 head teacher.

### **In-year and Casual admissions**

These are coordinated by Lincolnshire and details of how to apply can be found at:

<http://www.lincolnshire.gov.uk/parents/schools/school-admissions/>

### **Waiting List**

Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered. A waiting list will be maintained until the end of the academic year after which it will be cleared. If you would like your child to be placed on the waiting list for the following academic year please contact the school.

The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

### **Appeals**

The parents of any child refused a place at the school have a right to appeal to an independent appeal panel. The decision of the independent appeal panel is binding on all parties.