



The Gainsborough
Academy
'High Expectations'

Admissions Policy

Approved by: Keith Batty

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Last reviewed on:

Next review due by: 05/02/19 (Annually)

General

1. This annex may be amended in writing at any time by agreement between the Secretary of State and The Gainsborough Academy.
2. The Gainsborough Academy will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to The Gainsborough Academy.
3. Notwithstanding the generality of paragraph 2 of this Annex B, The Gainsborough Academy will take part in the Admissions Forum set up by the Lincolnshire County Council Local Authority and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the local authority and the local in-year fair access protocol.

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 PAN to schools that are already full.

4. Notwithstanding any provision in this Agreement, the Secretary of State may direct The Gainsborough Academy admit a named pupil to The Gainsborough Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy.
5. The Gainsborough Academy shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Independent Appeal Panel will be independent of the Academy. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
6. The Gainsborough Academy shall prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Academy may, if it chooses, enter into an agreement with the LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

Annual Procedures for Determining Admission Arrangements

Consultation

7. The Gainsborough Academy shall consult the following parties on the Academy's proposed admission arrangements by 1 March in the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. March 2013 for admissions in September 2014, ("Determination Year"):
 - a) The local authority.
 - b) The admission forum for the local authority.
 - c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the local authority.
 - d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.
 - e) Affected admission authorities in neighbouring local authority areas.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

Academy Determination of Admission Arrangements

8. The Academy will consider comments made by those consulted in accordance with paragraph 7, including any requests to amend the proposed admissions number, before determining the admissions arrangements for the Academy.
9. The Gainsborough Academy will determine the Academy's admission arrangements by 15 April of the Determination Year and notify those consulted in accordance with paragraph 7 what has been determined within 14 days of that decision being made.

Representations about admission arrangements

10. Where the Company has determined the Academy's admission arrangements and notified all those bodies that it has consulted in accordance with paragraph 9, if any of those bodies object to the Academy's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

Secretary of State's Consent for Changes to Admissions Arrangements

11. Where the admissions arrangements determined in a Determination Year in accordance with paragraph 9 are different to the admissions arrangements currently

in existence for the Academy, the Academy shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admissions arrangements.

Secretary of State's Power to Accept, Modify or Reject Admissions Arrangements

12. Where the Secretary of State has received any representations made in accordance with paragraph 10, the Secretary of State must consult the Academy on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Academy amends the proposed admissions arrangements for the Academy. The Academy shall comply with any such direction.
13. Where the Secretary of State has received an application made in accordance with paragraph 11 to consent to any amended admissions arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. The Academy must comply with any such direction.

Publication of Admission Arrangements

14. The Academy shall each Determination Year publish the Academy's agreed admission arrangements by:
 - a) copies being sent to the persons consulted in paragraph 7;
 - b) copies being sent to primary and secondary schools in the local authority area;
 - c) copies being sent to the offices of the local authority;
 - d) copies being made available without charge on request from the Academy;
 - e) copies being sent to public libraries in the area of the local authority for the purposes of being made available at such libraries for reference by parents and other persons.
15. The published admissions arrangements will set out:
 - a) the name and address of the Academy and contact details;
 - b) a summary of the admissions policy, including oversubscription criteria;
 - c) numbers of places and applications for those places in the previous year; and
 - d) arrangements for hearing appeals.

Proposed Changes to Admission Arrangements by the Academy After Arrangements Have Been Published

16. Subject to paragraph 17, once the Academy's admission arrangements have been determined for a particular year and published, the Academy will not make any

change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

- a) the Academy has consulted those who were consulted under paragraph 7 above on the proposed variation;
- b) following such consultation, the Academy has applied to the Secretary of State to approve the change setting out:
 - i) the proposed change;
 - ii) reasons for wishing to make such change;
 - iii) any comments or objections to the proposal from those consulted; and
- c) following such application, the Secretary of State has provided his consent to the proposed variation.

- 17. The Academy shall following the prior written agreement or direction of the Secretary of State vary the Academy's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.
- 18. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 16 or 17 above must be published within the Academy's prospectus and website and be communicated within 7 days to those persons who must be consulted under paragraph 7.
- 19. The Academy must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.
- 20. Where a representation is made in accordance with paragraph 19, the Secretary of State may, after consulting the Academy, direct that the Academy modify its arrangements for the admission of pupils to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Academy must comply with any such direction.
- 21. Records of applications and admissions to the Academy shall be kept by the Company for a minimum period of ten years and shall be open for inspection by the Secretary of State.

Procedure for Admitting Pupils to the Academy

Admissions Number

22. The published admission number is 240 in each year group.
23. In any specific year, the Company may set a higher admission number than the Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 7. Pupils will not be admitted in any year group above the published admissions number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of Application

24. There is a legal requirement for admissions authorities to comply with the agreed coordinated admissions scheme for entry into Year 7, which is administered by Lincolnshire County Council, as the local authority. Under the coordinated arrangements all applications must be submitted by parents or carers either by applying online www.lincolnshire.gov.uk/schooladmissions or by phone 01522 782030 or requesting a hard copy of the local authority's common application form.
25. The Academy will use the following timetable for applications to the Academy each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by
 - The local authorities Admissions Forum
 - The local authority
 - Local Academies
 - Local Admissions Forum.
 - a) By September - The Academy will publish in the Academy's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2013 for admission in September 2014). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy will make it clear in its prospectus that there will be no charge or cost related to the admission of a child to the Academy. The Academy will also provide information in relation to the Academy to the local authority for inclusion in the composite prospectus, as required;
 - b) September/October - The Academy will provide opportunities for parents to visit the Academy;
 - c) October/November – Common Application Form to be completed and returned to the local authority to administer;
 - d) The local authority sends the Academy applications to the Academy;

- e) Academy sends list of pupils to be offered places at the Academy to the local authority;
- f) February - the local authority applies agreed scheme for own schools, informing other local authorities of offers to be made to their residents.
- g) 1st March offers made to parents.

Midyear Applications

Midyear application process is via Lincolnshire County Council admissions team. Online www.lincolnshire.gov.uk/schooladmissions or by phone 01522 782030.

On receipt of a midyear application the Academy will make contact with parents/guardians to arrange a tour of the facility, and arrange a meeting with the specified Head of Year to organise a start date.

Consideration of Applications

26. The 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 such as in the case of a midyear application the Academy may refuse admission to pupils because of significant concerns due to high level behaviour or persistent absenteeism. However the Secretary of State may direct the Academy to admit such students and such a direction will be binding. Parents / Carers whose application is turned down are entitled to appeal.

Educational Health Care Plan

In accordance with the legislation the allocation of places for children with the following will take place first;

- Statement of Special Educational Needs (Education Act 1996)
- Educational Health and Care Plan (Children and Family Act 2014)

Remaining places will be allocated in accordance with this policy

Procedures where the Academy is oversubscribed

27. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the order in which they are set out below:
- a) children in public care (A child in public care, sometimes referred to as 'looked after' is a child who is in the care of a local authority or provided with accommodation by them in accordance with section 22 of the children act 1989, and code 1.7 in the Schools admission code, at the time of application. This definition includes previously looked after children who were looked after, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order)

- b) admission of pupils whose siblings currently attend the school and who will continue to do so on the date of admission¹;
- c) admission of pupils on the basis of straight line distance to the school can be determined by:
 - 1. Straight line distance as calculated electronically to three figures after the decimal point (e.g. 1.543miles) by Lincolnshire County Council schools admission team from the post office address point of the home to the post office address point of the school.

Whether this is the nearest school to the child's address; this is calculated by Lincolnshire County Councils school admissions team using Straight Line Distance.

If any of the criteria above are oversubscribed the final tie-break will be driving distance with the child living nearest being offered the place.

Operation of waiting lists

¹ Sibling is defined as: A full brother or full sister, whether or not resident in the same household; Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in 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.

• In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the school, both will be considered together as one application. The school will be authorised to exceed its Published Admission Number by one.

28. For admission into Year 7 the governors will keep a waiting list. If you do not get a place at your first preference school your child is automatically put on the reserve list. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the end of August prior to admission. After this the Academy will keep the reserve list until the end of the autumn term and possibly longer, you should contact the school for information about the reserve list.

We are not required to keep any lists for any other year groups. If you wish your child to join the school at other times please contact us direct.

29. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 26 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

30. For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, we will:
- a) 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 a Unit postal address or quartering area address
 - b) we will not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;

Arrangements for Admitting Pupils to Other Year Groups, Including to replace any Pupils Who have Left the Academy

31. Subject to any provisions in the local authorities 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 unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 27 shall apply. Parents whose application is turned down shall be entitled to appeal.

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. Admission authorities **must** make clear in their admission arrangements the process for requesting admission out of the normal age group.

Admission authorities **must** 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; 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They **must** also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They **must not** give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Arrangements for Admission of pupils as the Academy Builds to its Full Capacity

32. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

FRAUDULENT OR MISLEADING APPLICATIONS AS AN ADMISSIONS 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, E.G 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.

Glossary (as required by Section 14 of the Admissions Code)

Academic Year

A period commencing with 1 August and ending with the next 31 July, as defined by Section 88M of the SSFA 1998.

Admission Authority

The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.

Admission Arrangements

The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

Admission Number (or Published Admission Number – (PAN))

The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

Banding

A system of oversubscription criteria in which all children applying for a place at a banding school are placed into ability bands based on their performance in a test or other assessment. Places are then allocated so that the school's intake either reflects the ability profile of those children applying to the school, those children applying to a group of schools banding jointly, the local authority ability profile or the national ability profile.

Catchment Area

A geographical area, from which children may be afforded priority for admission to a particular school. A catchment area is part of a school's admission arrangements and must therefore be consulted upon, determined and published in the same way as other admission arrangements.

Common Application Form (CAF)

The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.

Composite prospectus

The prospectus that a local authority is required to publish by 12 September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools in the area (including admission numbers and catchment areas).

Conditionality

Oversubscription criterion that stipulates conditions which affect the priority given to an application, for example taking account of other preferences or giving priority to families who include in their other preferences a particular type of school (e.g. where other schools are of the same religious denomination). Conditionality is prohibited by this Code.

Co-ordination / Co-ordinated Scheme

The process by which local authorities' co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round for primary and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome.

Determined Admission Arrangements

Admission arrangements that have been formally agreed by the admission authority, for example, agreed at a meeting of the admission authority and the decision recorded in the minutes of the meeting.

Determination Year

The school year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.

First Preference First

Oversubscription criterion that giving priority to children according to the order of other schools named as a preference by their parents, or only considering applications stated as a first preference. The First Preference First oversubscription criterion is prohibited by this Code.

Governing Bodies

School governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.

Grammar Schools (designated)

These were the 164 schools that were designated under Section 104(5) of the SSFA 1998 as grammar schools. A 'grammar school' is defined by Section 104(2) of that Act as a school which selects all (or substantially all) of its pupils on the basis of general (i.e. academic) ability. At the time of publication, most grammar schools have converted to Academy status.

Home Local Authority

A child's home local authority is the local authority in whose area the child resides.

Infant Class Size Exceptions

The School Admissions (Infant Class Sizes) (England) Regulations 2012 41 permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15.

Infant Class Size Limit

Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher.

Local Government Ombudsman

An independent, impartial and free service that investigates complaints about maladministration of certain public bodies.

Looked After Children (see also Previously Looked After Children)

Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Maintaining Local Authority

The area in which a school is located is referred to as the maintaining local authority.

National Offer Day

The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area. For secondary pupils, offers are sent out by the home local authority on 1 March. For primary pupils, this will be on a locally determined date in 2013, then on 16 April from 2014 onwards.

Normal Admissions Round

The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12

September, with the deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places), and subsequent offers made to parents on National Offer Day as defined above.

Offer Year

The school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.

Oversubscription

Where a school has a higher number of applicants than the school's published admission number.

Oversubscription Criteria

This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which 42 children will be allocated a place.

Previously Looked After Children

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).

Reception Class

Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.

Relevant Age Group

The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.

Relevant Area

The area for a school (determined by its local authority and then reviewed every two years) within which the admission authority for that school must consult all other prescribed schools on its admission arrangements.

Schools Adjudicator

A statutory office-holder who is appointed by the Secretary of State for Education, but is independent. The Adjudicator decides on objections to published admission arrangements of all state-funded schools and variations of determined admission arrangements for maintained schools.

School Year

The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.

Statement of Special Educational Need (SEN)

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child

Twice Excluded Pupils

A child who has been permanently excluded from two or more schools.

Waiting Lists

A list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published Oversubscription criteria