



ADMISSIONS POLICY

2023/24

THE GAINSBOROUGH ACADEMY

Sweyn Lane, Gainsborough, DN21 1PB ☎ 01427 612411

✉ admin@thegainsboroughacademy.org.uk

🌐 thegainsboroughacademy.org.uk **HEADTEACHER:** Mrs R Skelton





The Gainsborough
Academy
'High Expectations'

Admissions Policy 2023-2024

Approved by:	Governing Body	Date: January 2022
---------------------	----------------	---------------------------

Last reviewed on:	24/01/22
--------------------------	----------

Next review due by:	24/01/23
----------------------------	----------

Contents

1. Aims	2
2. Legislation and statutory requirements	2
3. Definitions	2
4. How to apply	2
5. Requests for admission outside the normal age group	3
6. Allocation of places	3
7. In-year admissions	4
8. Appeals	4
9. Monitoring arrangements	5

1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Home Address is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996) who has parental responsibility for the child (as defined in the Children Act 1989). Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted for the purposes of school admissions 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 two addresses during school term time with a parent, they can choose which address to use on the application.

If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.

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.

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. 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).

4. How to apply

Admission into Year 7

Arrangements for applications for places in Year 7 at TGA will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions. They can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. TGA will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code. In year applications can be made through Lincolnshire County Council or directly to the school.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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

- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places – Normal Admission Round

6.1 Admission number

The school has an agreed admission number of 240 pupils.

6.2 Oversubscription criteria

6.3

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated. The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used.

- a) **children in public care and formally 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 admission (Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.)
- c) **Distance from home to school.** Straight line distance as calculated electronically to three figures after the decimal point (e.g. 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.

6.4 Tie break and waiting lists

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

Operation of waiting lists

For admission into Year 7 the governors will keep a waiting list. If we refuse a place at our school your child is automatically placed on the reserve list, unless you have been offered a higher preference school. This list is in the order of the oversubscription criteria. Names can move down the list if someone applies 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, you should contact the school for information about the reserve list.

7. In-year admissions

For a midyear place, including the Year 7 that has commenced, an application can be made online at www.lincolnshire.gov.uk/schooladmissions or on the midyear application form. Applications can be made directly through Lincolnshire by out of county residents.

In accordance with legislation, the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

The Academy will consider all applications for places at the Academy. If the school has spaces available, all applicants will be offered a place unless they are deemed to be covered by the Fair Access Protocol which is put in place to ensure no school is expected to take a disproportionate amount of challenging students. The Academy should not be expected to take a disproportionate amount of challenging students and reserves its right to challenge such admissions as required. However the Secretary of State may direct the Academy to admit such students such a direction will be binding. Parents / Carers whose application is turned down are entitled to appeal.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the Local authority.

Further information can be found at www.lincolnshire.gov.uk/schooladmissions.

8.1 Fraudulent or Misleading Applications

The Admission Authority has the right to investigate any concerns it may have about your application and to withdraw the offer of a place if it considers 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 any other information provided so we can apply the oversubscription criteria accurately and fairly.

8.2 Children of UK Service Personnel (UK Armed Forces)

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 Governors 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 Governors 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.

For late coordinated applications and midyear applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The governors 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.

The governors have 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.

9. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.