The Gainsborough Academy Admissions Policy 2028/29 (DRAFT)

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OWNED BY: Risk and Compliance Manager
APPROVED BY: Trust Board

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Contents

1.	Aims	3
2.	Legislation and Statutory Requirements	3
3.	Key Dates for Admission Arrangements for 2028/29	3
4.	Key Dates for Parents/Carers	3
5.	Definitions	3
6.	How to Apply	4

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

An overview of the legal requirements around Admission to Secondary School is provided on the schools website for additional information for parents/carers.

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

- School Admissions Code (2021)
- School Admission Appeals Code (2022)

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. Key Dates for Admission Arrangements for 2028/29

- Consultation window for admission arrangements for 2028/29 entry - **1 October 2026 to 31 January 2027.**
- Admission Authorities determine admission arrangements by **28 February 2027**.
- Notify appropriate bodies of determined arrangements, publish determined arrangements on the respective school website and send copies of determined policies to the Local Authority (LA) by **15 March 2027**.
- Objections to determined admission arrangements **must** be referred to the Office of the Schools Adjudicator by **15 May 2027**.

4. Key Dates for Parents/Carers

- National 'Closing Date' for 'on-time' applications for Secondary applications **31 October 2027**.
- National 'Offer Day' for Secondary school entry **1 March 2028**.
- Start of the 2028/29 academic year **1 September 2028.**

NB: Where National Offer Day falls on a weekend, the offer day will normally be the first working day afterwards.

5. Definitions

Normal Admissions Round
This is the period during which parents can apply for state funded school places at the school's normal point of entry (Year 7), using the common application form provided by their home local authority.

Published Admissions Number (PAN)
This is the number of places available at the school for the normal point of entry to Year 7.

Home Address
The 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).

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, 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
Looked after 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 immediately after being looked after, became subject to an adoption (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).

6. How to Apply

Admission into Year 7
Arrangements for applications for places in Year 7 at Gainsborough Academy 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 paper 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 timescales published online at www.lincolnshire.gov.uk/schooladmissions for these applications and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code (2021). In year admissions are dealt with in accordance with the in year section below.

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 below.

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.

Applications for places in Year 7
Parents/carers should submit their secondary school application by the National closing date for 'on time applications' of **31st October 2027** to the Local Authority.

Parents/carers will be notified of the allocation of a school place on National Offer Day which is **1st March 2028** (or the next working day where this date falls on a weekend) to commence school in September of that year.

The Gainsborough Academy (Admissions Authority – Wickersley Partnership Trust)	
The Published Admission Number (PAN) for entry to Year 7 for the 2028/29 Academic Year is:	200
Places will be allocated using the following Admissions Criteria:	
Children with Special Educational Needs:	A small number of children will have an Education, Health and Care Plan (EHCP) that names a school, and these children must be admitted to the school named as part of that process. The majority of children with special educational needs will not require an EHCP. Applications for children who have special educational needs but no EHCP, will be considered on the basis of the Admission Authority's published admissions criteria.
Remaining places will be allocated in accordance with this policy. ****** In the event that there are more applications for the school for entry to Year 7 than places available (Published Admission Number), the following oversubscription criteria will be applied and places will be allocated as follows:***	
LAC Category	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 immediately after being looked after, became subject to an adoption (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).
Sibling Category (Children with an older sibling at the school)	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). Should the Published Admission Number (PAN) be reached before all 'sibling' category children are allocated a place, then all applications in the category would be measured as outlined below and places allocated based on the distance the sibling category applicant lives from school. Places would be allocated on a nearest first basis up to the point PAN is reached.
Distance Category (Distance from home to school)	Admission of pupils on the basis of straight-line distance to the school, this is calculated by Lincolnshire County Councils school admissions team using Straight Line Distance. If any of the oversubscription criteria have too many applicants, then the tiebreak will be used. Places are allocated on a nearest first basis up to the point PAN is reached.

	Distances are calculated by Lincolnshire County Councils school admissions team using Straight Line Distance (sometimes known as a measurement 'as the crow flies'). Straight line distance is calculated electronically to three figures after the decimal point (e.g. 1.234 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.

Distance Measurements
Straight line distance (commonly known as a measurement 'as the crow flies') is calculated electronically to three figures after the decimal point (e.g. 1.234 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.
Distance measurements are calculated (by the Local Authority Admissions Team) using a Geographical Information System which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used.

Tie Break
If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place (e.g. distances are the same to 3 figures after the decimal point), then a lottery will be drawn by an independent person, not employed by the school or working in the local authority children's services directorate.

Operation of Waiting/Reserve Lists
In the event of there being more applications for admission into Year 7 than places available, the academy (admission authority) will keep a waiting / reserve list. If we refuse a place at our academy, your child is automatically placed on the waiting / reserve list, unless you have been offered a higher preference school. This list is kept in the order of the oversubscription criteria, as required by the School Admissions Code.

The admission authority must not take account of the time you have been on the list when allocating places. For the intake year the list is held by the Local Authority School Admissions Team until the end of August. After this, the school keeps this list until 31st December of the admitting year after which the list is abolished.

For admission into the intake year the admission authority for Gainsborough Academy will operate a reserve list. In the normal admissions round 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.

In-Year Admissions
For a mid-year 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 Council 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.

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 School who will then send it to the Local Authority who convene independent appeals panels on the school's behalf.

Further information can be found at: https://www.lincolnshire.gov.uk/school-admissions/appeal-school-place

An appeals form can be obtained from the school website or from the school – see the schools admissions website page: Admissions – The Gainsborough Academy

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 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.

Multiple Birth Children
Siblings from a multiple birth – if multiple birth children are split by operation of the oversubscription criteria, the school will accommodate all children from the multiple birth unless this would make class sizes too large and prejudice the education of the other children.

Fair Access Protocol (FAP)
Gainsborough Academy participates in the Fair Access Protocol of Lincolnshire County Council. Students allocated under Fair Access Protocols will take precedence over those on a reserve list or awaiting appeal.

Fraudulent of 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.

Policy approved by Wickersley Partnership Trust Board on:

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