

## PRIORY ACADEMY LSST

### ADMISSION ARRANGEMENTS for 2025

1 The admission authority for Priory Academy LSST is The Priory Federation of Academies Trust ("the Trust"). These admission arrangements were determined by the Trust on 11 December 2023. They form part of the Trust's admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: [www.gov.uk/government/publications/school-admissions-code--2](https://www.gov.uk/government/publications/school-admissions-code--2).

#### **ADMISSION NUMBER**

2 Priory Academy LSST will have the following published admission numbers (PAN) for the relevant year groups in the school year 2025/26 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 240 places in Year 7
- b) 30 places in Year 12, in addition to those for students from Priory Academy LSST who wish to stay on into the sixth form.

#### **FINDING YOUR WAY ROUND THESE ADMISSION ARRANGEMENTS**

3 For places in Year 7 please go to paragraphs 4 – 18.  
For places in the sixth form please go to paragraphs 19 – 26.  
Then, for important information for all age groups, please go to paragraphs 27 – 57.

#### **APPLICATIONS TO YEAR 7**

##### **Process of application**

4 You make applications for places in Year 7 through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

5 Parents resident in Lincolnshire can apply online through Lincolnshire County Council's website: <https://www.lincolnshire.gov.uk/school-admissions>. You 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 the local authority in which they live.

6 Priory Academy LSST will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, wherever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:

- a) By 1 September – Priory Academy LSST will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2024 for admission in September 2025). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of October – Priory Academy LSST will provide opportunities for parents to visit the academy.
- c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.
- a) Between 1 November and 28 February –
  - the local authority sends application information to the academy for consideration
  - Priory Academy LSST sends a list of pupils to be offered places by the Trust to the local authority.
- b) 1 March - the relevant local authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code. If we are not able to offer a place, you can appeal against that decision.

### **Admission criteria for Year 7**

7 Priory Academy LSST will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

8 Where the number of applications is greater than the published admission number, Priory Academy LSST will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

### **Admissions through aptitude for technology in Year 7**

9 Priory Academy LSST will admit up to 24 pupils to Year 7 on the basis of their aptitude for technology. Parents who wish to seek a place at the academy for their child based on aptitude for technology should present their child for assessment. The assessment is based on spatial and other non-verbal reasoning, and is not related to existing skills in designing or making things.

*Admission through aptitude for technology applies only to the intake starting secondary education in Year 7 at the beginning of the school year. It is not available in other year groups or for in-year admissions.*

10 The assessment takes place in the first half of the autumn term before the year of entry (that is, when the child is in Year 6). The date of the assessment is available from Priory Academy LSST.

11 Parents who wish their child to take the assessment should request, complete and return the assessment application form, which is available from the academy at least one week before the assessment.

12 Taking the assessment is not an application in itself. The academy will only consider applications for admission through aptitude assessments when the Common Application Form has been received by the local authority and the academy has been notified, confirming that an application has been made.

13 Only those applicants achieving a minimum standard in the assessment will be considered for the places available on the basis of aptitude for technology. Parents will be informed whether their child has met the minimum standard for consideration for an aptitude place shortly after the assessment.

### **Other admissions to Year 7**

14 For other places, the academy will allocate two places for pupils at each of the 52 primary schools listed below in paragraph 18. The academy will also allocate two places to the group of applicants not attending any of the 52 primary schools. For the purposes of these arrangements these applicants will be treated as if they attended a 53<sup>rd</sup> school named 'Other Primary School'. The remaining places are then divided on a pro-rata basis and allocated to the 53 primary schools to give each of the 53 schools an allocation for that year. Applications from pupils at each of the 53 primary schools are then treated separately.

15 This calculation is done in advance and is based on the number of children on roll in Year 5 in each of the primary schools, which will be the year group to be admitted to Year 7 at the academy. The number on the roll in Year 5 for 'Other Primary School' will be taken as the average roll in Year 5 across the 52 schools named in paragraph 18. The number of places for each school will be taken to the nearest whole number. The allocations will be published on the academy's website.

16 We aim to remove any disadvantage to UK service personnel (UK Armed Forces) moving to the area by applying the school's oversubscription criteria as if they attended the primary school listed in paragraph 18 that is nearest to their home address.

### **Oversubscription criteria for Year 7**

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

17 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

*The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, or previously looked after children
- b. applicants who achieve the minimum standards needed for admission on the basis of aptitude for technology

*In the event that more than 24 applicants achieve the minimum standard, the 24 places will be offered to the applicants with the highest scores in the assessment. If tied scores for the last of these places would result in more than 24 applicants being admitted on the basis of aptitude for technology, criteria 17d to 17f will be used, in order, to decide which applicants will be admitted. Any remaining applicants will then be considered along with other applicants using the criteria in paragraphs 17c to 17f below. In the event that fewer than 24 applicants achieve the minimum standard, they will all be admitted and those places will be added to those available using criteria 17c to 17f below.*

- c. for each of the 52 primary schools listed below in paragraph 18 and the group of applicants from 'Other Primary School', that school's allocation from the applications from that school

*In the event of more applications than the number of places allocated to any primary school under criterion 17c, the criteria from 17d onwards below are applied in order. In the event that all places allocated to a primary school are not taken up, those places, and any other places available, will be allocated to other applicants through a lottery supervised by an independent person (changed every year) not connected to the Trust or the local authority.*

- d. siblings of pupils who are on the roll of the academy at the time of the application
- e. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application, or who has been appointed to a vacant post for which there is demonstrable skill shortage
- f. children who live nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

*In the event that two or more applicants under criterion 17f live the same straight-line distance from the school, the place or places will be allocated at random by a person independent of the academy and the local authority*

18 The 52 primary schools referred to above are:

Bassingham Primary School	Lincoln Westgate Academy
Bracebridge Heath St John's Primary Academy	Navenby Church of England Primary School
Branston Junior Academy	Nettleham Church of England Aided Junior School
Brant Broughton C of E and Methodist School	Nocton Community Primary School
Cherry Willingham Primary Academy	North Hykeham All Saints Church of England Primary School
Coleby Church of England Primary School	North Hykeham Fosse Way Academy
Eagle Community Primary School	North Hykeham Ling Moor Academy
Fiskerton Church of England Primary School	North Hykeham Manor Farm Academy
Harby Queen Eleanor Primary Academy	North Scarle Primary School
Heighington Millfield Primary Academy	Potterhanworth Church of England Primary School
Ingham Primary School	Reepham Church of England Primary School
Lincoln Birchwood Junior School	Saxilby Church of England Primary School
Lincoln Bishop King Church of England Primary School	Scampton Church of England Primary School
Lincoln Carlton Academy	Scampton Pollyplatt Primary School
Lincoln St Giles Academy	Sothorn Ellison Boulters Church of England Academy
Lincoln Ermine Primary Academy	Skellingthorpe St Lawrence Church of England Primary School
Lincoln Hartsholme Academy	Skellingthorpe The Holt Primary School
Lincoln Leslie Manser Primary School	South Hykeham Community Primary School
Lincoln Manor Leas Junior Academy	Swinderby All Saints Church of England Primary School
Lincoln Monks Abbey Primary School	Thorpe on the Hill St Michael's Church of England Primary School
Lincoln Our Lady of Lincoln Catholic Primary School	Waddington All Saints Academy
Lincoln St Faith and St Martin Church of England Junior School	Waddington Redwood Primary Academy
Lincoln Saint Hugh's Catholic Primary Academy	Washingborough Academy
Lincoln St Peter at Gowts Church of England Primary School	Welbourn Church of England Primary School
Lincoln The Meadows Primary School	Witham St Hugh's Academy
Lincoln The Priory Witham Academy - Primary	
Lincoln The Sir Francis Hill Primary School	

'Other Primary School' is used to represent the schools attended by applicants who do not attend any of the 52 schools above, and is used in paragraph 14 as the 53<sup>rd</sup> school for the purposes of these arrangements.

## **APPLICATIONS TO THE SIXTH FORM**

### **What the sixth form offers**

19 The Priory Academy LSST offers a wide range of academic and some technical courses at Level 3. The Sixth Form prospectus can be obtained from the Academy or viewed on the Academy's website (<https://www.prioryacademies.co.uk/page/?title=Sixth+Form+Prospectus+2024%2D2025&p id=587>).

### **Process of application**

20 Dates for applications for entry to Year 12, and for acceptances and refusals, will be published on the academy's website by 1 September 2024. You make applications directly to the academy.

### **Admission criteria for Year 12**

21 Priory Academy LSST will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

22 All remaining applicants for places in the sixth form should satisfy the academic entry requirements of the academy set out below.

23 For all Level 3 courses we normally expect students to have achieved GCSE grades from their best English and their mathematics courses that 'total' at least 9. For example, a student achieving a grade 5 in English Language and a grade 4 in mathematics would meet this requirement. In addition, each course may have subject-specific GCSE requirements that we expect students to meet. Where there are subject-specific requirements, these are published each year in the Sixth-Form prospectus. Academic entry requirements and subject-specific requirements are the same for internal and external applicants.

24 We discuss with each applicant the best match of course to their subject background. Further information for individual subjects can be found in the Sixth Form prospectus

(<https://www.prioryacademies.co.uk/page/?title=Sixth+Form+Prospectus+2024%2D2025&p id=587>). We expect any students who have not achieved a GCSE grade 4 in each of English and mathematics to take or retake the relevant course so that they have achieved this standard in both subjects by the time they leave the sixth form.

### **Oversubscription criteria for Year 12**

*The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.*

25 After the admission of pupils with EHC plans, the academy will consider all applications for the remaining places which meet the academy's entry requirements. Where the number of these applications is less than or equal to the published admission number, we will offer places to all those who have applied.

26 Where the number of these applications is greater than the published admission number, the following over-subscription criteria will be used.

*The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.*

- a. looked after children, or previously looked after children

- b. students wishing to study the academy's specialist subjects (science and technology subjects)

*Where the application of criterion 26b leaves more students than places, then the 'total' of students' grades in GCSE examinations will be taken into account, in order, starting with the highest score. In the case of tied 'totals', then the distance from home to the academy will be used as in paragraph 26c below;*

- c. a student who lives nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

*In the event that two or more applicants under criterion 26c live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority.*

## **IN-YEAR ADMISSIONS**

27 The Academy will consider all applications to year groups in which the school provides education. If the Academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the Academy will admit the child.

28 If there are more applications than places then the same oversubscription criteria set out for the relevant year groups above will be used to decide who should be offered places. We will use the criteria for Year 7 for applications in Years 7–11, with the exception of criterion b (admission through aptitude in technology) and criterion c (allocation of places to primary schools), which do not apply to in-year admissions. We will use the criteria for Year 12 for applications in the sixth form.

29 For places in Years 7 to 11, you should make in-year applications through Lincolnshire County Council's school admissions team. You can apply online at <https://www.lincolnshire.gov.uk/school-admissions>. Details of Lincolnshire's coordinated scheme for in-year admissions can be found at <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>. ~~You can also apply by telephone on 01522 782030, or~~ You can ask for a hard copy application form by telephoning 01522 782030 or emailing [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk). Hard copy applications should be returned to Lincolnshire County Council. In-year applications to the sixth form must be made directly to the academy. *Telephone applications are no longer possible.*

30 The School Admissions Code sets a target date for a response within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.



### **ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP**

31 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. These requests need to be made in writing to the academy, giving reasons for the request, as well as applying on the common application form (CAF).

32 If the request is to delay admission for a year, you are advised to make the request to the academy alongside completion of a CAF as early as possible in the admissions round so that, if it is not agreed, you have a completed CAF in good time for entry into the designated year group. If delayed entry is agreed, you will need to make your application on the CAF in the subsequent year. The academy's agreement to delayed entry does not guarantee a delayed place in this or any other school, as the relevant oversubscription criteria for the agreed year of entry will still apply and decisions are only relevant to the individual school.

33 If the request is for admission a year early, you will need to complete a CAF for the intended year of entry alongside your request to the academy. If early entry is not agreed, you will need to make another application for admission into the designated year group in the subsequent year.

34 Any parent considering delayed or early entry should contact the academy to discuss the implications of this arrangement before applying. Each request for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take 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 headteacher.

### **CHILDREN OF UK MILITARY PERSONNEL**

35 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:



- c) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
- d) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

*Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.*

36 For late applications and in-year applications the Trust will also consider whether:

- a) an application from that address would normally succeed in an oversubscribed year
- b) any child on the waiting list has a higher priority under the oversubscription criteria
- c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

### **OPERATION OF WAITING LISTS**

37 The academy will operate a waiting list (sometimes called a reserve list) until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. A child's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group below. Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point. Further applications should be made using the arrangements for IN-YEAR ADMISSIONS set out above.

38 The waiting list for the normal intake to Year 7 at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 1 March until 31 August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. The full set of oversubscription criteria in paragraph 17 above is used.

39 After 1 September each year, the waiting list for Year 7 is managed by the academy, along with the waiting lists for all other year groups. The criteria used between 1 September and 31 December to allocate places to applicants on a waiting list in Years 7 to 11 are those in paragraph 17 above, with the exception of criterion 17b (admission through aptitude in technology) and criterion 17c (allocation of places to primary schools), which only apply to the initial allocation of places to Year 7. We will use the full criteria for Year 12 if there is a waiting list for places in the sixth form.

40 Where places become available the academy will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. Children can move up or down the waiting list because the list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

### **RIGHT OF APPEAL**

41 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. Sixth form applicants and applicants over the statutory school leaving age can exercise this right of appeal themselves. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

### **FAIR ACCESS PROTOCOL**

42 The academy and Trust will participate fully in the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

### **CONCERNS ABOUT APPLICATIONS**

43 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found within one year that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.

### **CHANGES TO APPLICATIONS**

44 Where a child's circumstances change, for example a change of address or when a sibling joins the school after the deadline for applications has passed, the new information will be taken into account in line with the timescales outlined in the Lincolnshire County Council co-ordinated scheme. Parents need to contact the academy or the local authority admissions team so that the application can be amended to include the new information. This will be treated as a revised application.

## **DEFINITIONS**

### ***Looked after children and previously looked after children***

45 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.

46 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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.

47 Previously looked after children 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 Act 2002 (see section 46 adoption orders).

48 Child arrangements orders are defined in section 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.

49 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).

### ***Siblings***

50 A sibling is defined as:

- a natural brother or sister, whether or not a resident in the same household
- another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)
- any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.

51 In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where fewer places are available than requested, the application will be considered together as one application. The academy will then admit all the applicants, unless this would prejudice the efficient provision of education or use of resources.

### **Children of staff**

52 Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of his or her working time at Priory Academy LSST. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.

### **Home address**

53 This is 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 or where an adult in the household is defined as a parent for the purpose of section 576 of the Education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.

54 In the case of a child who normally lives during the school week with more than one parent at different addresses, or if a family has more than one home, we will take as the home address the address where your child normally lives for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

### **Distance**

55 Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance to the academy on Cross O' Cliff Hill, Lincoln).

### **Nearest school**

56 For the purposes of admissions to Priory Academy LSST, the nearest primary school is the nearest state-funded mainstream primary school to the child's address, from among those listed in paragraph 18. The distance from home to the nearest school is measured in the same way as indicated in paragraph 54. If you are not sure which is the nearest state-funded school to your home address, you can enter your postcode and address in this County Council website to find out: <https://www.lincolnshire.gov.uk/find-nearest-school>. If you are not able to use the internet, please telephone 01522 782030 for help.

### **'Total' of Level 2 grades**

57 This is the total of the numbered grades that are awarded at the end of GCSE, BTEC and similar courses, including conversions between qualifications.