

Dear Parent/Carer

I am writing to provide you with an overview of The Priory Academy LSST Admissions Policy. All applications to the Academy are made via Lincolnshire Local Authority, through the School Admissions section of its website.

The Academy's admission policy provides details regarding how the 240 Year 7 places available are allocated to children of the Lincoln area. An important aspect of the Academy's policy is the Technology aptitude assessment. As a Specialist Technology school, we can allocate 10% of our places to students who have an aptitude for Technology. These places are awarded to the top 24 students (10% of overall intake) who meet the minimum standard in the test each year.

Our policy allocates the remaining 90% of our places to the primary schools on our list. Every primary school with a Lincoln telephone number or which was previously part of the NGFL group of schools is allocated a number of places based on Year 6 figures at the time of applying. Full details of our Admissions Policy are published in the Going to School in Lincolnshire Booklet. A copy of the policy will be given out on the Academy Open Evening or can be obtained from the Academy reception at any time. It is also available on the academy's website.

To ensure the greatest possible opportunity of a place at The Priory Academy LSST, we encourage parents to enter their child for the aptitude assessment even if they are making an application for an allocated place.

The aptitude assessment, based on our Technology specialism, is a one-hour paper. Parents should note that the aptitude assessment is not one that can be prepared for and it is not possible to sit it more than once.

Due to COVID-19 restrictions, we are providing two Saturday dates for testing. Pupils wishing to sit the test will be **assigned a specific day and time slot based upon the primary school which they attend**. This will help us to maintain school bubbles when your child sits the test. Parents will need to complete the booking form below and return it to our main school reception. You will then be notified by an **email confirmation** of the session to which your child has been allocated on that specific day. The confirmation email will detail specific instructions on **government COVID-19 guidance that must be followed by parents and students on the day of the tests**. Should your child not attend one of these schools, please complete the form and we will contact you to assign your child's test on one of those days.

Parents should drop their child off at the bus bay area of the Academy at the Cross O'Cliff entrance to site no earlier than 15 minutes before the allocated session and return promptly 1 hour after that time slot. Staff will be on site

**Headteacher:** Mrs J Hopkinson

**The Priory Academy LSST**, Cross O' Cliff Hill, Lincoln, Lincolnshire, LN5 8PW

**Tel:** 01522 889977 **Email:** [generalenquiries@priorylsst.co.uk](mailto:generalenquiries@priorylsst.co.uk) **www.priorylsst.co.uk**

The Priory Academy LSST is part of The Priory Federation of Academies Trust. For further information please contact:

The Priory Federation of Academies Trust, Cross O'Cliff Hill, Lincoln LN5 8PW **Telephone:** 01522 889977

Registered Company No: 6462935. DfE Registration No: 135565

to direct your child to/from their designated test room. There will be no waiting area for parents on site, although parents are welcome to park and wait in their vehicles in the designated parking areas on the academy tennis courts.

Should your **child or member of your family exhibit any symptoms of COVID19 or are within a period of isolation**, then please let us know and **do not attend the test**. We will schedule an alternative time for your child to sit the aptitude test. Designated test areas/rooms within the Academy will be cleaned and sanitised before and after each examination session. Pupils will be expected to use the provided sanitiser system as they enter the academy buildings for their session.

Applications to The Priory Academy LSST must be made on the Common Application Form for Lincolnshire Schools. The closing date for this is 31st October 2020. Please note that taking the aptitude assessment is not, in itself, a formal application and the Common Application Form must be completed.

### Aptitude Assessment Dates

Your child has been allocated a specific date on the list below – based upon the primary school attended. Please complete and return the attached form and you will be notified by email of your child's specific time slot.

Saturday 26 September	Saturday 3 October
Lincoln Manor Leas Junior School	Lincoln Westgate Junior School
Lincoln Birchwood Junior School	North Hykeham Fosse Way
Lincoln St Faith and St Martin Church of England Junior School	Nettleham Church of England Voluntary aided junior school
Lincoln The Sir Francis Hill School	Lincoln Monks Abbey Primary School
Lincoln Carlton Academy	Bracebridge Heath St Johns Primary School
Lincoln Hartsholme Primary School	The Priory Witham Academy
Lincoln Bishop King School	Lincoln St Giles Academy
Lincoln The Meadows Primary School	Waddington All Saints Primary School
Branston Junior School	Lincoln Ermine Primary School
Scothern Ellison Boulters Church of England Primary School	North Hykeham Ling Moor Primary School
Cherry Willingham Primary School	Witham St Hughs Primary School
Lincoln Saint Hughs Catholic Primary School	Heighington Millfield Primary School
Lincoln Leslie Manser Primary School	Waddington Redwood Primary School
Saxilby Church of England Primary School	Washingborough Academy
North Hykeham All Saints Church of England Primary School	Bassingham Primary School
Navenby Church of England Primary School	Lincoln St Peter at Gowts Church of England Primary School
Lincoln Our Lady of Lincoln Catholic Primary School	Skellingthorpe St Lawrence Church of England Primary School
Thorpe on the Hill St Michaels Church of England School	Reepham Church of England Primary School
Ingham Primary School	Skellingthorpe The Holt Primary School
Swinderby All Saints Church of England Primary School	South Hykeham School
Scampton Pollyplatt Primary School	Potterhanworth Church of England Primary School
Welbourn C of E Primary School	Brant Broughton C of E and Methodist Primary School
Fiskerton Church of England Primary School	Scampton Church of England Primary School
Eagle Community Primary School	Nocton Community School
North Scarle Primary School	Queen Eleanor Primary School Harby
	Coleby Church of England Primary School

**Parents will be able to park and wait for their child in the designated parking area if they choose, but must observe social distancing and remain in their vehicles until their child returns from their assessment session. Unfortunately parents will not be permitted inside the academy buildings.**

Please see the attached "Frequently Asked Questions" sheet which should help you clarify the process. If you wish to discuss any of the details in this letter please contact Mr L Mackrill or Mrs J Staniland at The Priory Academy LSST on 01522 889977.

I have attached an aptitude assessment application form to this letter together with these Notes for Guidance for parents.

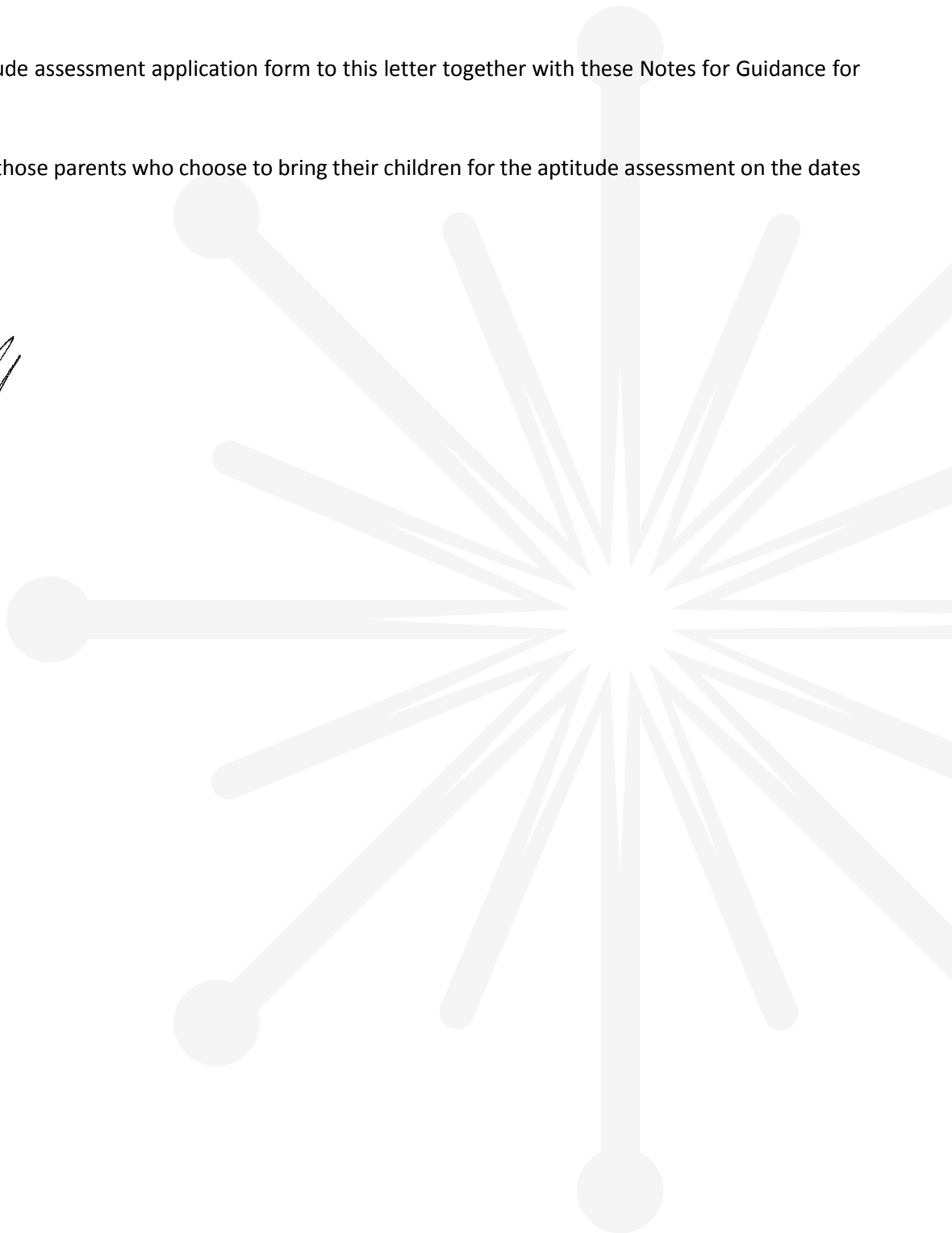
I look forward to seeing those parents who choose to bring their children for the aptitude assessment on the dates published.

Yours faithfully



Mr L Mackrill  
Deputy Headmaster

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## Questions and Answers

**Q What do I do if I wish my child to take the Aptitude Assessment?**

A You must complete the Aptitude Assessment Form attached to this letter or available from the Academy website, and include your child's name, address, home telephone number and current primary school. Your **email address** will be required for confirmation of the time of your child's test.

**Q Does my child have to take the Aptitude Assessment?**

A No. You can apply in the normal way for an allocated place by completing the Common Application Form, but in that case your application will be considered **only** for the allocated places.

*Q Will the fact that my child does not take the Aptitude Assessment have any bearing on the allocated places?*

A No. Allocated places are given using the published Admissions Criteria.

*Q If I apply for an allocated place and am not successful, can my child then take the Aptitude Assessment?*

A No. If you wish to apply for a place based on aptitude you must take one of the assessment opportunities.

**Q Will the result of the Aptitude Assessment be made available to parents?**

A Parents will be notified by post whether their child has met the minimum standard for consideration for an aptitude place, prior to application, from the Academy. The letter will be sent after the final date for the test in October. However, this is not an indication of whether your child has a place or not.

*Q If I apply for a place based on aptitude, do I still have to fill in the Common Application Form*

A **Yes. You must complete the Common Application Form. Simply taking the Aptitude Assessment is not in itself an application.**

**Q When will I know whether my application has been successful?**

A There is a nationally agreed date which is 1 March 2020. Letters to parents will come from the Local Authority. A letter from the Academy will follow.

**Q What happens if I am successful?**

A An offer letter will be sent on 1 March. The offer has to be accepted by the date indicated in the offer letter. If you decide not to accept the offer, or you do not return your acceptance in the timescale given, you will have to re-apply to another school/academy but that application can only be considered after all other applications have been dealt with.

**Q When will I know if my child has/has not been allocated a place based on the Aptitude Assessment?**

A Your child will not be told whether they have been allocated a place through aptitude but you can get an indication of whether your child has met the minimum standard as published in our policy in the last week of October.

**Q What happens if my child is unsuccessful in gaining a place either by allocation or the Aptitude Assessment route?**

A You may appeal directly to the Independent Appeal Panel. The Appeal meetings will be held in April/May.

**Q Can my child take the Aptitude Assessment a year early?**

A Only those children who intend to start a year early can take the Aptitude Assessment early. To do this, written support must be obtained from the current primary Headteacher. Parents wishing to go down this route would be advised to discuss this possibility with the Admission team at the Local Authority or Mr Mackrill, Deputy Head at LSST.

**Q** What if the published Aptitude Assessment dates are not suitable?  
**A** In certain circumstances special arrangements may be made but cannot be guaranteed.

**Q** What form does the Aptitude Assessment take?  
**A** The Aptitude Assessment paper will last approximately one hour. The paper will test for an aptitude in technology. There is no preparation required prior to taking the assessment.

**Q** What does my child need to bring with them?  
**A** Children will need to bring a **pen, pencil, rubber and sharpener** with them. They will also need to know their home address, home telephone number and the name of their current Primary School. This may be written on a piece of paper and brought with them on the day.



# THE PRIORY ACADEMY LSST

## APTITUDE ASSESSMENT APPLICATION FORM

Name of Child .....

Home Address.....

Email Address (for time confirmation).....

Home Tel No .....

Current Primary School .....

Emergency contact .....

Medical information (including medication taken).....

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Any other information you feel we should know.....

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**Please return this form to The Priory Academy LSST by Friday 18<sup>th</sup> September 2020**

*You will be informed by email which session your child has been allocated on your designated day via confirmation email.*

**Access on the Assessment days is from Cross O'Cliff Hill only** - pupils must arrive 15mins before their test start time and be collected promptly following the end of their session.

**Parents/carers will be able to park and wait for their child in the designated parking area if they choose, but must observe social distancing and remain in their vehicles until their child returns from their assessment session. Unfortunately, parents/carers will not be permitted outside the designated drop-off or parking areas.**

Please note that the application for the aptitude assessment does not constitute an application for The Priory Academy LSST. You must complete the Lincolnshire Common Application Form as instructed by the Local Authority.