

THE PRIORY ACADEMY LSST

ADMISSION ARRANGEMENTS 2019

1 The admission authority for the Priory Academy LSST is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 11 December 2017. 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.

2 The Trust will consider all applications for places at The Priory Academy LSST. Where we receive fewer applications than the published admission number in the relevant year group, we will offer places to all those who have applied.

3 The Trust aims to remove any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address or quartering area address for admissions purposes for a service child.

ADMISSION NUMBER

4 The Priory Academy LSST will have the following published admission numbers for the year 2019/2020 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

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

FINDING YOUR WAY ROUND THESE ADMISSION ARRANGEMENTS

5 For places in Year 7 please go to paragraphs 6 – 19.
For day places in the sixth form please go to paragraphs 20 – 24.
For boarding places in the sixth form please go to paragraphs 20 and 25 – 29

Then, for important information for all age groups, please go to paragraphs 30 – 47.

APPLICATIONS TO YEAR 7

Process of application

6 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.

7 Parents resident in Lincolnshire can apply online through Lincolnshire County Council's website: www.lincolnshire.gov.sch.uk/schooladmissions. 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.

8 The 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 – The 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 2018 for admission in September 2019). 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 – The 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.
- c) Between 1 November and 28 February –
 - the local authority sends application information to the academy for consideration by the Trust
 - the Priory Academy LSST sends a list of pupils to be offered places by the Trust to local authority.
- d) 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.

Admissions through aptitude for technology in Year 7

9 The 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 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 the Priory Academy LSST.

10 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.

11 Taking the assessment is not an application in itself. The Trust 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.

12 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 who wish to know whether their child has met the minimum standard for consideration for an aptitude place can request that information, prior to application, from the academy.

Other admissions to Year 7

13 For other places, the academy will allocate two places for pupils at each of the 50 primary schools listed below in paragraph 19. The academy will also allocate two places to the group of applicants not attending any of the 50 primary schools. For the purposes of these arrangements these applicants will be treated as if they attended a 51st school named 'Other Primary School'. The remaining places are then divided on a pro-rata basis and allocated to the 51 primary schools to give each of the 51 schools an allocation for that year. Applications from pupils at each of the 51 primary schools are then treated separately.

14 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 50 schools named in paragraph 19. 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.

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

Oversubscription criteria for Year 7

16 The Priory Academy LSST will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

17 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

18 After the admission of pupils with EHC plans or statements, the criteria below will be applied for the remaining places in the order in which they are set out:

- a. looked after children, or previously looked after children, sometimes referred to as children in public care
- 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. Any remaining applicants will then be considered along with other applicants using the criteria in paragraphs 18c to 18f 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 18c to 18f below.

- c. for each of the 50 primary schools listed below in paragraph 19 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 18c, the criteria from 18d 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 awarded 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

In the event of more applicants than places under criteria 18d or 18e above, children living nearest to the school have priority, using criterion 18f.

- f. children who live nearest to the academy measured by the straight-line distance from the Post Office address point of the academy's main entrance to the Post Office address point of the child's home.

In the event that two or more applicants under criterion 18f live the same straight-line distance from the school, the place or places will be allocated at random by an independent person

- g. children of staff recruited after 1st March in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

19 The 50 primary schools referred to above are:

(Allocated places correct for September 2019 entry. Figures for September 2020 entry to be confirmed).

Name of school	Number of Allocated Places
Bassingham Primary School	4
Bracebridge Heath St John's Primary School	6
Branston Junior Academy	4
Brant Broughton C of E and Methodist Primary School	3
Cherry Willingham Primary School	5
Coleby Church of England Primary School	2
Eagle Community Primary School	2
Fiskerton Church of England Primary School	3
Harby Queen Eleanor Primary School	2
Heighington Millfield Primary Academy	5
Ingham Primary School	3
Lincoln Birchwood Junior School	6
Lincoln Bishop King Church of England Community Primary School	5
Lincoln Ermine Primary Academy	5
Lincoln Hartsholme Academy	5
Lincoln Leslie Manser Primary School	4
Lincoln Manor Leas Junior School	7
Lincoln Monks Abbey Primary School	5
Lincoln Our Lady of Lincoln Catholic Primary School	4
Lincoln Sir Francis Hill Community Primary School	5
Lincoln St Faith and St Martin Church of England Junior School	5
Lincoln St Giles Academy	6
Lincoln St Hugh's Catholic Primary School	5
Lincoln St Peter at Gowts Church of England Primary School	4
Lincoln The Meadows Primary School	5
Lincoln Westgate Academy	8
Navenby Church of England Primary School	4
Nettleham Church of England Voluntary Aided Junior School	5
Nocton Community School	2
North Hykeham All Saints Church of England Primary School	4
North Hykeham Fosse Way Academy	6
North Hykeham Ling Moor Academy	5
North Scarle Primary School	3
Potterhanworth Church of England Primary School	3
Reepham Church of England Primary School	4
Saxilby Church of England Primary School	5
Scampton Church of England Primary School	3
Scampton Pollyplatt Primary School	3
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Scothern Ellison Boulters Church of England Primary School	4
Skellingthorpe St Lawrence Church of England Primary School	4
Skellingthorpe The Holt Primary School	4
South Hykeham Community Primary School	3
Swinderby All Saints Church of England Primary School	3
The Priory Witham Academy	5
Thorpe on the Hill St Michael's Church of England Primary School	3
Waddington All Saints Primary School	5
Waddington Redwood Primary School	4
Washingborough Academy	4
Welbourn Church of England Primary School	3
Witham St Hughs Academy	5
Other Primary School*	4
* 'Other Primary School' is used to represent the schools attended by applicants who do not attend any of the 50 schools above, and is used in paragraph 13 as the 51st school for the purposes of these arrangements.	

APPLICATIONS TO THE SIXTH FORM

20 All applicants for day or boarding places in the sixth form must satisfy the academic entry requirements of The Priory Academy LSST, which are detailed in the sixth form prospectus. The Priory Academy LSST will also publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. Entry requirements and specific criteria are the same for internal and external applicants.

Process of application – day places

21 Dates for applications for entry to day places in Year 12, and for acceptances and refusals, will be published in the academy's sixth form prospectus. You make applications directly to the academy.

Oversubscription criteria for Year 12 – day places

22 The Priory Academy LSST will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

23 Where the number of applications for admission to day places is greater than the published admission number, the Trust will consider applications against the criteria set out below.

24 After the admission of pupils with EHC plans or statements, the criteria below will be applied in the order in which they are set out:

- a. looked after children, or previously looked after children, sometimes referred to as children in public care
- b. students wishing to study the academy's specialist subjects (science and technology subjects)

Where the application of criterion 24b leaves more students than places, then the students' total points scores in GCSE examinations will be taken into account, in order, starting with the highest score. In the case of tied scores, then the distance from home to the academy will be used as in paragraph 24c below;

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

In the event that two or more applicants under criterion 24c live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person

Process of application – boarding places

25 Dates for applications for entry to boarding places in Year 12, and for acceptances and refusals, will be published in the academy's sixth form prospectus. You make applications directly to the academy.

26 Applicants who meet the entry requirements for the sixth form will be interviewed to see if they are suitable for the ethos of the boarding house, Robert de Cheney House. The interview will also to enable the student to determine whether Robert de Cheney House would be suitable for them. The criteria used to determine suitability are:

- Does the applicant wish to board?
- Does the applicant show evidence of self-reliance and independence, which may include experience of staying away from his/her parents/carers?
- Does the applicant show evidence of understanding and relishing the challenges of a communal life?
- Does the applicant show an understanding of the responsibilities of being a member of a boarding community?
- Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?

Oversubscription criteria for Year 12 – boarding places

27 The Priory Academy LSST will first accept all applicants considered suitable for boarding with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

28 Where the number of applications for admission to boarding places is greater than the published admissions number, the Trust will consider applications against the criteria set out below.

29 After the admission of pupils with EHC plans or statements, the criteria below will be applied to all applicants considered suitable for boarding in the order in which they are set out:

- a. looked after children, or previously looked after children, sometimes referred to as children in public care
- b. children of members of the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding fees
- c. children with a boarding need, allocated to the following sub-categories in order:
 - children at risk or with an unstable home environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury
 - children of key workers and Crown Servants working abroad (for example the children of charity workers, people working for voluntary service organisations, the diplomatic service or the European Union, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas.

Applicants who fall within the criteria in 29c need to submit a letter of support from an appropriate authority/employer demonstrating that the parent fulfils one of these criteria.

- d. students on roll at the Trust's other Academies offering secondary education:
 - the Priory Belvoir Academy
 - the Priory City of Lincoln Academy
 - the Priory Pembroke Academy
 - the Priory Ruskin Academy
 - the Priory Witham Academy.
- e. students wishing to study the academy's specialist subjects (science and technology subjects)
- f. other applicants.

In the event of oversubscription within each criterion 29b to 29f above, priority will first be given to those children living furthest away from the academy within the UK; and then to children living outside the UK who live closest to the academy. In the event that two or more applicants under criterion 29b to 29f live the same straight-line distance from the school, the place or places will be allocated at random by an independent person.

ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR

30 The academy will consider all applications to year groups in which the academy provides education. If the year group applied for contains fewer pupils than the published admission number (PAN) for the normal intake year for this year group, the academy will admit the child.

31 Where boarding places are available within Year 13 (that is, when there are fewer than 30 boarding pupils in the year group) the academy will admit additional pupils up to this number using the oversubscription criteria for boarding places in Year 12 set out in paragraphs 27 to 29 above.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

32 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. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application 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, 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.

OPERATION OF WAITING LISTS

33 The academy will operate a waiting list until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education.

Children's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above.

34 Where places become vacant the Trust 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. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

RIGHT OF APPEAL

35 Parents or carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel. The appeal panel is set up under the School Admission Appeals Code. 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

36 The academy and Trust will participate fully with 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.

CONCERNS ABOUT APPLICATIONS

37 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 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.

DEFINITIONS

Looked after children

38 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.

39 *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).

40 *'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).

41 *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.*

42 *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

43 *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.*

The position of twins and siblings in the same year group

41 *In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where there is only one place available, the application will be considered together as one application.) The academy will then exceed its published admission number.*

Distance

45 *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).*

Home address

46 *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.*

47 *In the case of a child who normally lives during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the school. If a family has more than one home, we will take as the home address the address where you and your child normally live 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.