

Your New School A Guide for Parents

General information about
primary and secondary
schools, including details
of all school admission and
transfer
arrangements

**For the School Year
1 September 2019 to
31 August 2020**

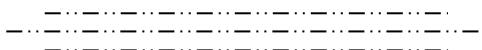


**For information regarding the
school admissions process
please contact:**

**School Admissions
Access Services
Civic Offices,
Knoll Street,
Cleethorpes,
North East Lincolnshire,
DN35 8LN**

Tel: 01472 326291 (Option 4)

**Email address:
schooladmissions@nelincs.gov.uk**



**You can apply for a school place online at:
www.nelincs.gov.uk using the 'Apply for It' link**

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Introductory letter



Dear Parent/Carer

Starting school is an important and exciting step in the life of any child, whether the child is starting school for the first time, moving up to a junior or secondary school or changing school. Schools and academies are very important parts of their communities. Head teachers, principals, staff and governors will want to work with parents/carers to make sure that every child achieves their full potential. This partnership with you is very important if your child is going to be successful at school. With your help, encouragement and support, schools and academies in North East Lincolnshire will be even more successful.

We have written this booklet to help you. We hope that it will provide a clear explanation of the procedures to be followed. It shows how you as parents or carers can be involved, to ensure that your child has a happy and successful admission or transfer to a new school in the academic year 2019 - 2020.

In order to make applying for a school place as simple as possible we have an online facility, which can be accessed on our website at <http://www.nelincs.gov.uk> using the 'Apply for It' link

If you would welcome any further advice or information, please contact the School Admissions Team on telephone number (01472) 326291 (Option4) or via email at schooladmissions@nelincs.gov.uk

Yours sincerely

A handwritten signature in blue ink that reads 'Roz Danks'.

Roz Danks
Assistant Director Education

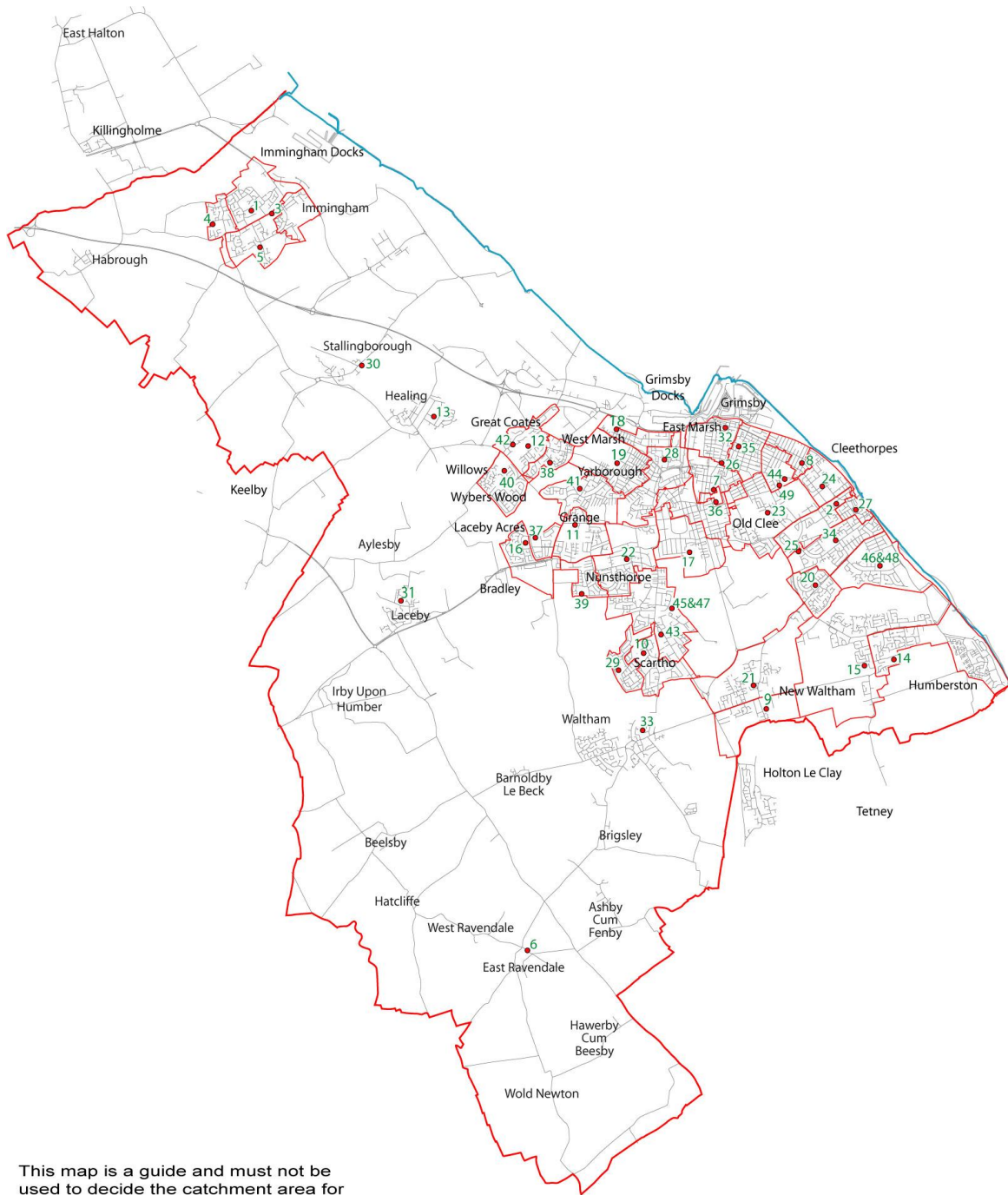
Apply for a school place online at: www.nelincs.gov.uk using the 'Apply for It' link.

There are benefits of applying online:

- ✓ It is quick, safe and secure**
- ✓ There are clear, simple prompts guiding you through the process**
- ✓ You can check or change your application at any time up to the closing date**
- ✓ It is available 24 hours a day 7 days a week**
- ✓ You will receive an email advising that your request has been received**
- ✓ You will be advised of the school/academy you have been allocated by email which may be quicker than by post**

Please note: the Online Portal is not available for 'in year' admissions.

**PART ONE –
LOCATION AND TYPES OF SCHOOLS**
North East Lincolnshire Council Maintained Nursery, Primary, Infant and
Junior School/Academy Locations



This map is a guide and must not be used to decide the catchment area for any specific address. For further details contact the School Admissions Team on (01472) 326291 (Option 4).

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Key to Nursery, Primary, Infant and Junior School/Academy Locations

North East Lincolnshire's Primary Schools/Academies

1	Pilgrim Academy
2	Bursar Primary Academy
3	Canon Peter Hall Church of England Primary Academy
4	Coomb Briggs Primary School
5	Eastfield Primary Academy
6	East Ravendale Church of England Primary Academy
7	Edward Heneage Primary Academy
8	Elliston Primary Academy
9	Enfield Academy of New Waltham
10	Fairfield Primary Academy
11	Grange Primary School
12	Great Coates Primary Academy
13	Healing Primary Academy
14	Humberston Church of England Primary School
15	Humberston Cloverfields Academy
16	Lacey Acres Primary Academy
17	Lisle Marsden C of E Primary Academy
18	Littlecoates Primary Academy
19	Macaulay Primary Academy
20	Middlethorpe Primary Academy
21	New Waltham Academy
22	Oasis Academy Nunsthorpe
23	Old Clee Primary Academy
24	Reynolds Primary Academy
25	St Joseph's Catholic Primary Voluntary Academy
26	St Mary's Catholic Primary Voluntary Academy
27	St Peter's Church of England Primary School
28	Ormiston South Parade Academy
29	Springfield Primary Academy
30	Stallingborough Church of England Primary School
31	Stanford Junior and Infants School
32	Strand Primary Academy
33	Waltham Leas Primary Academy
34	Thrunsoe and Nursery Primary Academy
35	Weelsby Academy
36	Welholme Academy
37	Western Primary School
38	Willows Primary Academy
39	Woodlands Primary Academy
40	Wybers Wood Academy
41	Yarborough Academy

North East Lincolnshire's Nursery Schools

42	Great Coates Village Nursery School
43	Scartho Nursery School

North East Lincolnshire's Infant Schools/Academies

44	Queen Mary Avenue Infant and Nursery School
45	Scartho Infants' School and Nursery
46	Signhills Infants Academy

North East Lincolnshire's Junior Schools/Academies

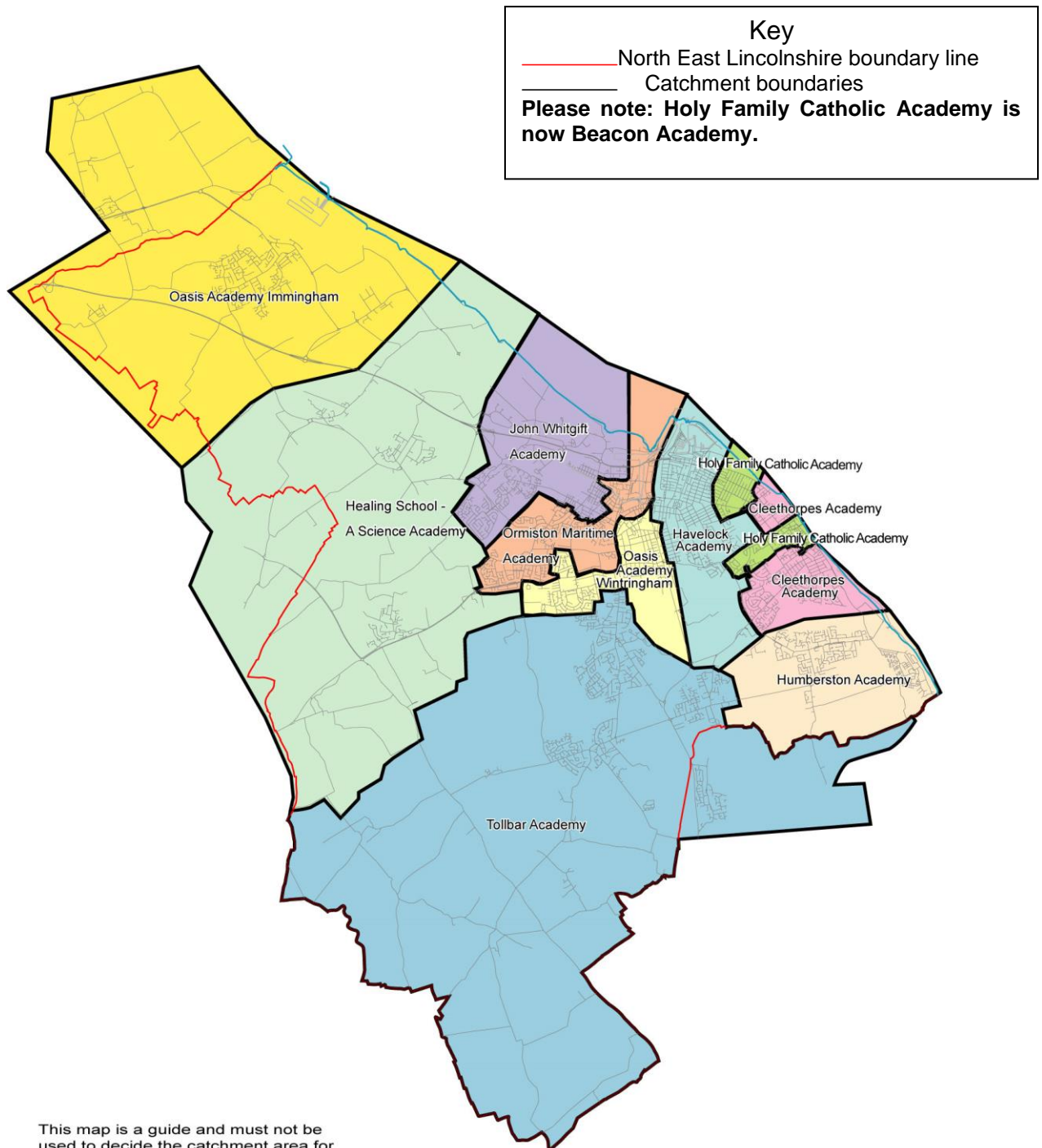
47	Scartho Junior Academy
48	Signhills Academy
49	William Barcroft Junior School

Note: Most schools/academies serve a particular area and give priority for places to children in that 'catchment area'. If you are in doubt about which is your catchment area primary, infant or junior school/academy you should contact the School Admissions Team on telephone (01472) 326291 (Option 4) or email schooladmissions@nelincs.gov.uk

You will find a schedule of maintained nursery, primary, infant and junior schools/academies in North East Lincolnshire at [Appendix 1](#).

North East Lincolnshire Council Maintained Secondary Schools/Academies

You will find a schedule of maintained secondary schools/academies in North East Lincolnshire at Appendix 1.



This map is a guide and must not be used to decide the catchment area for any specific address. For further details contact the School Admissions Team on (01472) 326291 (Option 4).

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Types of Schools/Academies in North East Lincolnshire

Phases of education are named differently according to the age of the pupils.

Nursery Education/Provision

Nursery provision covers the age range 2 to 4 years.

Primary Education

Primary education covers the age range 4 to 11 years, and includes the following types of school:

- Primary Schools/Academies - which take 4 to 11 year olds (Reception to Year 6)
- Infant Schools/Academies - which take 4 to 7 year olds (Reception to Year 2)
- Junior Schools/Academies - which take 7 to 11 year olds (Year 3 to Year 6)

Secondary Education

Secondary education covers the age range 11 to 16 years and includes the following type of school:

- Secondary Schools/Academies - which take 11 to 16 year olds (Year 7 to Year 11)
(Some secondary schools/academies have a 6th form provision and also take 16 to 18 year olds)

There are six types of mainstream schools/academies in England and Wales. All six types have a lot in common: they are self-managing and do not charge fees. They work in partnership with other schools/academies and local authorities and all but academies receive funding from the local authority. Each type of school/academy also has its own characteristics:

1. Community schools

The local authority employs the school's staff on behalf of the governing body, owns the school's land and buildings and is the admissions authority. The local authority has primary responsibility for deciding the arrangements for admitting pupils to the schools.

2. Voluntary controlled schools

The school's land and / or buildings will normally be owned by a charitable foundation. The local authority employs the staff on behalf of the governing body and has primary responsibility for deciding the arrangements for admitting pupils to the schools.

3. Voluntary aided schools

The school's land and / or buildings will normally be owned by a charitable foundation. The governing body will contribute towards the capital costs of running the school. The governing body is the employer and has primary responsibility for deciding the arrangements for admitting pupils to the school.

4. Trust schools

Trust schools are state funded foundation schools supported by a charitable trust. They are made up of the school and partners working together for the benefit of the school. Trust schools can manage their own assets, employ their own staff and set their own admission arrangements.

5. Foundation schools

The school's land and buildings are either owned by the governing body, or by a charitable foundation. The governing body is the employer and has primary responsibility for deciding arrangements for admitting pupils.

6. Academies

Academies are all-ability schools established by sponsors from business, faith or voluntary groups working in partnership with central government and local education partners. The Department for Education (DfE)/Education Funding Agency (EFA) meet the capital and running costs for academies in full. Academies are responsible for employing their own staff and set their own admission arrangements.

Specialist schools/academies

All types of secondary schools may also apply to be "specialist schools". Some North East Lincolnshire academies have been awarded this status. Specialist schools/academies have a particular focus on the specialist area. However, this is not at the expense of other areas. They still provide the full National Curriculum and deliver a broad and balanced education to all pupils. Specialist schools/academies work with partners for the benefit of pupils beyond their school/academy. The specialist schools programme is about sharing good practice and expertise. Specialist schools/academies should not be confused with special schools/academies. Special schools/academies cater for pupils with special educational needs.

Schools/academies maintained by other local authorities

We have no formal arrangements for pupils to go to state schools/academies outside North East Lincolnshire except pupils from Habrough who go to Killingholme Primary School in North Lincolnshire before transferring to the Oasis Academy Immingham in this area.

If you would like your child to go to a school/academy outside of North East Lincolnshire you should apply via this local authority by completing a North East Lincolnshire Common Application Form (CAF). We will pass it onto the other local authority. As we have no formal arrangements in place, you should consider any potential transport implications (see Part Six – Education Transport). You should also read any policies the local authority which maintains the school/academy in question may have.

Independent (non-maintained) schools/academies

We do not have any arrangements in place for pupils to go to independent schools/academies either in our own area or outside.

We also have a range of special education which we provide. We do not detail information about special schools/academies or special educational provision in this booklet. Admissions for children with an education health and care Plan (EHCP) follow the procedures laid down by the 1996 Education Act and 2014 Children and Families Act. You can obtain separate information from the Special Educational Needs and Review Team (SENART), Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire. DN35 8LN. Telephone (01472) 326291 (Option 3), email: SEN@nelincs.gov.uk (See [Part Seven – General Information](#)).

PART TWO – PRIMARY ADMISSIONS

1 Admission to Primary, Infant and Junior Schools/Academies

A First admission to school

Children reach compulsory school age at the beginning of the term after their fifth birthday. However, all schools/academies admit children earlier than this.

If your child was born between 1 September 2014 and 31 August 2015 you should start enquiring about school places by November 2018 at the latest. You will need to submit an application form by 15 January 2019. All early years providers, nurseries, primary and infant schools/academies will have a supply of Common Application Forms.

You will be able to [Apply Online using the North East Lincolnshire Citizen Portal](#), or by completing a Common Application Form (CAF). Further information on how to apply will be detailed in the letter you receive or can be found on our website at: www.nelincs.gov.uk.

It is really important to note that attending a school nursery, or a pre-school setting on a school/academy site, does not guarantee you a place in that school/academy.

For children below compulsory school age you are able to choose for your child to start school on a part-time or full-time basis until they reach compulsory school age. You can also choose a place at a nursery or other early learning setting if you would prefer this. However, please note that:

- If your child is admitted to nursery provision you must apply for a place at the school/academy if you would like them to transfer to the reception class;
- Attendance at the nursery or co-located children's centre does not guarantee admission to the school/academy;
- You can request that your child attends part-time until the s/he reaches compulsory school age;
- You can request that the date your child is admitted to the school/academy is deferred until later in the school year or until s/he reaches compulsory school age in that school year.

B Deferred entry to school

On rare occasions parents/carers may wish to defer the entry of their child into a school reception class until they reach compulsory school age. This is the start of the term after their fifth birthday. If a child is successful in being allocated a place, the school must save that place if the parent/carer wishes to defer entry. However, the school only has to save the place for the rest of the academic year. This means:-

The parents/carers of a child who was born between 1 September 2014 and 31 December 2014 could defer admission until January 2020. The parents/carers of a child who was born between 1 January 2015 and 31 March 2015 could defer admission until Easter 2020. The parents/carers of a child who was born between 1 April 2015 and 31 August 2015 could defer admission until Easter 2020 however if they choose to defer admission later

than this (until September 2020), the child may lose their place as this would be a new academic year.

Parents of 'Summer Born Children', i.e. those who are born between 1 April 2015 and 31 August 2015, who wish to apply for their children to start reception in September 2020 will have to apply in the following year. If you would like to defer your child's entry to school until he or she reaches compulsory school age you should contact the School Admissions Team on 326291 (Option 4) for further advice.

If your child is currently attending a nursery they will only be entitled to 15 hours / 30 hours of 'flexible free entitlement' funding if they continue attending the nursery in the school year that they are due to start in reception.

You should apply as shown in the timetable for school admissions set out at part F below.

C Transferring from one stage of education to another

If your child is going to a school/academy in North East Lincolnshire, when they are approaching the age to transfer from one school/academy to another, we will send you a letter explaining the local admission arrangements.

D Pupils not living in North East Lincolnshire

If you live outside North East Lincolnshire and you would like your child to go to a primary school/academy in our area, you should apply to your own local authority for a place in our schools/academies.

E How places are allocated

All parents/carers express their preferences, ranked in order on their Online Application /Common Application Form (CAF) for any North East Lincolnshire school/academy or any school/academy that is in a neighbouring authority.

- If you have named a voluntary aided primary school or academy as a preference on your Online Application/Common Application Form (CAF) details of your preference will be sent to them for consideration.
- If you have named a school/academy that is in a neighbouring authority the preference information will be sent to them for consideration.
- We will apply our admissions policy for all community/voluntary controlled schools within North East Lincolnshire. The governors will do the same for voluntary aided schools and academies and our neighbouring authorities will do the same for their schools/academies.
- Governors of the voluntary aided schools and academies within North East Lincolnshire and our neighbouring authorities will notify us of the children to whom they can offer places.
- When we receive your application, we will process all preferences that you make. We will consider your child for a place at every school/academy for which you have applied. For any schools/academies you name where there are more applications than places available, we use the rules shown in [Section 3](#) (for example catchment, brother or sister at school/academy and so on) to decide who can have places. (In the case of voluntary controlled, voluntary aided schools and academies you can see the rules which apply in [Appendix 3](#)).

- Decisions on who can have places are made without considering your order of preference; each preference is treated as an 'equal preference'.
- If you can be allocated a place at all of the schools/academies for which you have applied we will give you the place you ranked highest in your preference order. We will then remove your child from the list of those allocated places at the schools/academies which rank lower in your order of preference and so release those places for other children.
- Following the timetables at Part F below we will write to all parents/carers with an offer of one place at one school/academy. If that place is at a voluntary aided school, academy or a school in a neighbouring authority that offer will be made on behalf of the relevant admission authority.

Where there are more applications than available places, we will apply our admissions criteria (this is described in [Section 3](#)) and the governing body of voluntary aided schools, academies or the admission authorities in our neighbouring authorities will do the same. Please see [Appendix 3](#) which details the admissions criteria for each voluntary aided school and academy. Details of our neighbouring local authorities' schools'/academies' admission criteria can be obtained by contacting the relevant authority (see [Appendix 9](#) for details).

It is essential that you make your Online Application or complete and return a Common Application Form (CAF) by the closing date. Failure to do so may mean that your child will not be considered for a place at your preferred school/academy and the local authority will have to allocate a place at the next nearest school/academy with places. Please note this may not be your catchment school/academy.

F Timetable for school admissions (2019 - 2020)

Parents/carers of children who are due to start school for the first time during the academic year 2019 - 2020 should apply online for a school place by the 15 January 2019 using the [North East Lincolnshire Citizen Portal](#). Alternatively, Common Application Forms (CAFs) can be obtained from schools/academies, nurseries, early years providers and the School Admissions Team.

Only one form should be completed for the child and all those with parental responsibility must be consulted and agree with the requested schools.

Parents/carers of children due to transfer between schools/academies (infant to junior school transfers) will be sent correspondence detailing important dates, including those by which preferences must be expressed and the date of allocation.

Important dates

Date by which schools/academies/nurseries/early years providers issue letters to parents/carers applying for admission to schools	6 November 2018
Date by which applications must be submitted on line / Common Application Forms must be returned to the local authority	15 January 2019
Date by which allocation notifications sent to parents/carers	16 April 2019
Last date by which offers to be accepted by parents/carers. If you do not respond it will be assumed you have accepted the place.	30 April 2019

School Admission Appeals are heard	May and June 2019
Start of new school year	1 September 2019

G Late applications

Applications must be submitted by 15 January 2019. Where a parent/carer submits a late application, and the lateness has been unavoidable, in the opinion of the admissions authority, (e.g. a move into the area), we will be willing to consider such applications up to 31 January 2019. Applications received after the 31 January 2019, or without good reason for not meeting the deadline, will be dealt with in accordance with the following procedure:

Those who have submitted an Online Application/Common Application Form (CAF) by the closing date will be allocated places first. If places are still available at the preferred school/academy late applications will be offered a place. However, if all places have been taken the application will be refused and the parent/carer will be offered the right to appeal.

2 Co-ordinated admission arrangements

Every local authority has a Primary Co-ordinated Admissions Scheme covering every maintained school/academy but not special schools/academies in its area. The Primary Co-ordinated Admission Scheme only covers schools/academies within North East Lincolnshire.

A Co-ordinated scheme for Primary, Infant and Junior Schools / Academies

The co-ordinated scheme for North East Lincolnshire Primary, Infant and Junior Schools/Academies will follow the process outlined below:

Children attending an infant school/academy in North East Lincolnshire and who are due to transfer to a junior school/academy in September 2019 will be given relevant information by their current infant school/academy. This will include information on how to [Apply Online via the North East Lincolnshire Citizen Portal](#) in which you must express your preference for a junior school/academy. Alternately you may request a Common Application Form (CAF) for you to make your application.

1. You must complete an Online Application/Common Application Form (CAF);
2. You can name up to three schools/academies in the Online Application/Common Application Form (CAF);
3. Schools/academies named on the Online Application/Common Application Form (CAF) should be ranked in order of preference;
4. On receipt of the submitted Online Application/Common Application Form (CAF) the local authority will determine whether or not your child is eligible for admission. If the governing body or a neighbouring authority are responsible for admission, they will determine who is eligible and will inform us;
5. You will receive a single offer of a school place;
6. Where an offer of a place at the named school/academy can be met, you will be offered a place. If you can be offered a place at all of the schools/academies you

named on your application form then you will be sent an offer in respect of the one you ranked higher on the form. You will receive only one offer of a place;

7. All offers of a school/academy place will be made by us. This includes those determined by an academy governing body or a neighbouring authority where they are responsible for allocating places;
8. All offers of a school place shall be sent to all parents/carers on the same day 16 April 2019;
9. Where we cannot offer a place at any of the preferred schools/academies named on the Online Application/Common Application Form (CAF), you will be offered a place at the next nearest school/academy with places available;
10. You will be given your statutory right to appeal against any decision the authority makes and information about how to appeal against any decision made by a governing body.

3 The policy we follow in deciding admissions when children are due to start primary or infant school or move on to junior school

A Community and most voluntary controlled schools

All schools have a Published Admission Number (PAN) for the entry year. If the number of applications for places at a particular school is higher than the Published Admission Number (PAN) set for the school/academy, applications will be considered against the criteria set out below. After the admission of children with an education, health and care plan (EHCP) where the school/academy is recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. **(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

1. Looked after children (children in public care) or a child who was previously looked after.
2. Living in the catchment area.
3. Having brothers or sisters who are already at the school/academy when your child is due to start there.
4. The last factor is geographical. We will give priority to those living nearest to the school/academy (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school/academy, using the local authority's computerised measuring system. If you would like more information or have any specific queries in relation to this you can contact the Schools Admissions Team.

Criteria 4 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 2 or 3, for example, then the child who lives closest to the school/academy will be given the higher priority.

It is really important to note that attending a school nursery or pre-school setting on a school/academy site does not give you any priority for a place in that school/academy.

B Notes

1. Children who have an education, health and care plan (EHCP) where the school/academy is recorded in the plan.

These children will have undergone a statutory assessment of their special educational needs. Where a school/academy is recorded in the plan, the school/academy must admit the child.

2. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

3. Rules for residence

On 31 December of the year before your child is due to go to primary school, your child must be living in the school's/academy's catchment area. If you move to a school's/academy's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

4. Rules for siblings

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school/academy at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the admission authority's allocation panel if one is eligible for a place and the other(s) is/are not. In the case of first admission to school the panel would have to have regard to Infant Class Size Legislation.

C Voluntary controlled schools

In a voluntary controlled church school, religious factors can give some priority for places. If you are interested in applying for a voluntary controlled school, you should read [Appendix 3](#) - Admission policies for Primary Academies and Voluntary Controlled schools who follow their own policies.

D Voluntary aided schools/academies

If you are interested in applying for a place in a voluntary aided school/academy you should read [Appendix 3](#) - Admission policies for Primary Academies and Voluntary Controlled schools who follow their own policies.

E Academies

If you are interested in applying for a place in an academy you should read [Appendix 3](#) - Admission policies for Primary Academies and Voluntary Controlled schools who follow their own policies.

Fair Access Protocol

North East Lincolnshire Local Authority has a Fair Access Protocol. The Fair Access Protocol ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school/academy as quickly as possible. This includes admitting children above the Published Admission Number (PAN) to schools/academies that are already full.

Admission of children outside their normal age group

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary and Secondary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools) and secondary transfer to Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

4 Waiting lists

If a child is refused admission to a school/academy, the child's name will be placed on the school's/academy's waiting list. There is a waiting list for each primary school/academy based on the published admission criteria and all children, who have been refused a place, are kept on that list, in order of the criteria, until 31st December 2019. You can contact the School Admissions Team telephone (01472) 326291 (Option 4) for further information.

5 Private and voluntary providers of early years education

All three and four year olds, and some two year olds, in North East Lincolnshire are entitled to a free part-time early education place. Early education is provided by settings that are registered with North East Lincolnshire Council and Ofsted. You will find a list of private and voluntary providers of early years education in North East Lincolnshire at [Appendix 2](#). You may also wish to contact the Family Information Service helpline on (01472) 326293 (option 1), email fis@nelincs.gov.uk

PART THREE – SECONDARY ADMISSIONS

1 Admission to Secondary Schools/Academies

A Transferring from one stage of education to another

If your child is going to a school/academy in North East Lincolnshire, when they are approaching the age to transfer to secondary school we will send you a letter explaining the local admission arrangements.

You will be able to [Apply Online via the North East Lincolnshire Citizen Portal](#) or by completing a Common Application Form (CAF). Further information on how to apply will be detailed in the letter you receive or can be found on our website at www.nelincs.gov.uk

Entry to 6th Form (Year 12) / The Academy Grimsby (Year 10)

If pupils are transferring from another school/academy they should contact the school/academy or college directly.

B Pupils not living in North East Lincolnshire

If you live outside North East Lincolnshire and you would like your child to go to a secondary school/academy in our area, you should apply to your own local authority for a place in our schools/academies.

C Pupils not at schools/academies in North East Lincolnshire

If you live in North East Lincolnshire but your child attends a primary school outside of North East Lincolnshire you need to apply to North East Lincolnshire even if you are applying for a school within another local authority. We will write to you with details of how to apply.

D How places are allocated

All parents/carers express their preferences, ranked in order, on their Online Application/Common Application Form (CAF) for any North East Lincolnshire school/academy or any school/academy that is in a neighbouring authority.

- If you have named an academy within North East Lincolnshire the preference information will be sent to them for consideration.
- If you have named a school/academy that is in a neighbouring authority the preference information will be sent to them for consideration.
- We will apply our admissions policy for all community schools within North East Lincolnshire. The governors will do the same for academies and our neighbouring authorities will do the same for their schools/academies.
- Governors of the academies within North East Lincolnshire and our neighbouring authorities will notify us of the children to whom they can offer places.
- When we receive your submitted application, we will process all preferences that you make. We will consider your child for a place at every school/academy for which you have applied. For any schools/academies you name where there are more applications than places available, we use the rules shown in [Section 3](#) (for example

catchment, brother or sister at school/academy and so on) to decide who will be offered places. (In the case of academies you can see the rules which apply in [Appendix 4](#)).

- Decisions on who will be offered places are made without considering your order of preference; each preference is treated as an 'equal preference'.
- If you can be allocated a place at all of the schools/academies for which you have applied, we will offer you a place at the school/academy you ranked highest in your preference order. We will then remove your child from the list of those allocated places at the school/academy which rank lower in your order of preference and so release those places for other children.
- Following the timetable, set out at Part E below, we will write to all parents/carers with an offer of one place at one school/academy. If that place is at an academy or a school/academy in a neighbouring authority, that offer will be made on behalf of the relevant admissions authority.

Where there are more applications than available places, we will apply our admissions criteria (this is described in [Section 3](#)) and the governing body of academies or the admission authorities in our neighbouring authorities will do the same. Please see [Appendix 3](#) which details the admissions criteria for each academy. Details of our neighbouring local authorities' schools'/academies' admission criteria can be obtained by contacting the relevant authority (see [Appendix 9](#) for details).

It is essential that you make your Online Application or complete and return a Common Application Form (CAF) by the closing date. Failure to do so may mean that your child will not be considered for a place at your preferred schools/academies and the local authority will have to allocate a place at the next nearest school/academy with places. Please note that this may not be your catchment school/academy. Only one form should be completed for the child and all those with parental responsibility must be consulted and agree with the requested schools.

E Timetable for school admissions (2019 - 2020)

Date by which primary schools/academies will send out transfer letters to parents/carers of Year 6 pupils	5 September 2018
Date by which applications must be submitted on line / Common Application Forms must be returned to the local authority	31 October 2018
Date by which allocation notifications sent to parents/carers	1 March 2019
Last date by which offers to be accepted by parents/carers. If you do not respond it will be assumed you have accepted the place.	15 March 2019
School Admission Appeals are heard	April and May 2019
Start of new school year	1 September 2019

F Late applications

Applications must be submitted by the 31 October 2018. Where a parent/carer submits a late application, and the lateness has been unavoidable in the opinion of the admissions authority (e.g. move into the area), we will be willing to consider such applications up to 31 December 2018. Applications received after the 31 December 2018, or without a good reason for not meeting the deadline, will be dealt with in accordance with the following procedure:

Those who have submitted an Online Application/Common Application Form (CAF) by the closing date will be allocated places first. If places are still available at the preferred school/academy late applications will be offered a place. However, if all places have been taken the application will be refused and the parent/carer offered the right to appeal.

2 Co-ordinated admission arrangements

Every local authority has a Secondary Co-ordinated Admissions Scheme covering every maintained school/academy (but not special schools) in its area. Local authorities must exchange certain information on applications with their neighbours.

For children transferring to secondary school in September 2019 parents/carers will be invited to express up to three preferences which may be for schools/academies within or beyond their home local authority's area and this process will be known as Co-ordinated Admission Arrangements. The application should be submitted [Online via the North East Lincolnshire Citizen Portal](#) or on a Common Application Form (CAF). We (North East Lincolnshire Local Authority) will fully co-ordinate with our own academies. We will also fully co-ordinate with North Lincolnshire, Lincolnshire and their schools/academies. We will also forward relevant preferences to any other local authority but we will not co-ordinate fully the rest of the process.

Co-ordinated scheme for Secondary Schools

The co-ordinated scheme for North East Lincolnshire Secondary Schools/Academies will follow the process outlined below:

1. You must complete an Online Application/Common Application Form (CAF);
2. You can name up to three schools/academies on the Online Application/Common Application Form (CAF);
3. Schools/academies named on the Online Application/Common Application Form (CAF) should be ranked in order of preference;
4. On receipt of the submitted Online Application/Common Application Form (CAF) we (as the home local authority) will then determine whether or not your child is eligible for admission. If the governing body or a neighbouring authority are responsible for admission they will determine who is eligible and inform us;
5. You will receive a single offer of a school place;
6. Where an offer of a place at the named school/academy can be met, you will be offered a place. If you can be offered a place at all of the schools/academies you named on your application form then you will be sent an offer in respect of the one you ranked higher on the form. You will receive only one offer of a place;

7. All offers of a school/academy place will be made by us. This includes those determined by an academy governing body or a neighbouring authority where they are responsible for allocating places;
8. All offers of a school place shall be sent to all parents/carers on the same day 1 March 2019;
9. Where we cannot offer a place at any of the schools/academies named on the Online Application/Common Application Form (CAF) you will be offered a place at the next nearest appropriate school/academy with places available.
10. You will be given your statutory right to appeal against any decision the authority makes and information about how to appeal against any decision made by a governing body.

3 The policy we follow in deciding admissions when children are due to move on to secondary school

A Community schools

All schools have a published admission number (PAN) for the entry year. If the number of applications for places at a particular school is higher than the PAN set for the school/academy, applications will be considered against the criteria set out below. After the admission of children with an education health care plan (EHCP) where the school/academy is recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. **(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

1. Looked after children (children in public care) or a child who was previously looked after.
2. Living in the catchment area.
3. Having brothers or sisters who are already at the school/academy when your child is due to start there.
4. The last factor is geographical. We will give priority to those living nearest to the school/academy (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school/academy, using the local authority's computerised measuring system. The admissions transfer letter will give you more information or you can contact the School Admissions Team for more advice.

Criteria 4 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 2 or 3, for example, then the child who lives closest to the school/academy will be given the higher priority.

B Notes

1. Children who have an education, health and care plan (EHCP) where the school/academy is recorded in the plan

These children will have undergone a statutory assessment of their special educational needs. Where a school/academy is recorded in the plan, the school/academy must admit the child.

2. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

3. Rules for residence

On 31 December of the year before your child is due to go to secondary school, your child must be living in the school's/academy's catchment area. If you move to a school's/academy's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

4. Rules for siblings

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school/academy at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the admission authority's allocation panel if one is eligible for a place and the other(s) is/are not.

C Academies

If you are interested in applying for a place at any of North East Lincolnshire's academies you should read [Appendix 4](#) – Admission policies for secondary academies who follow their own policy.

Fair Access Protocol

North East Lincolnshire Local Authority has a Fair Access Protocol. The Fair Access Protocol ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school/academy as quickly as possible. This includes admitting children above the published admission number to schools/academies that are already full.

Admission of children outside their normal age group

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary and Secondary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools) and secondary transfer to Year 7. All requests will be considered taking into account the individual

circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

4 Waiting lists

If a child is refused admission to a school/academy, the child's name will be placed on the schools/academy's waiting list. There is a waiting list for each secondary academy based on the published admission criteria and all children, who have been refused a place, are kept on that list, in order of the criteria, until 31st December 2019. You can contact the School Admissions Team telephone (01472) 326291 (Option 4) for further information.

5 Education establishments for key stage 4 (year 10 and year 11) that operate 'atypical points of admission'

Pupils who are in Year 9 have the opportunity to apply to education establishments which have 'atypical points of admission' which means that they admit children at a different age to typical 11-16/11-18 secondary schools/academies and specialise in technical subjects offering a similar curriculum to a typical 11-18 secondary school/academy, including English and Maths as well as their specialist subjects.

Details of these establishments which are within or within a 'reasonable distance' of North East Lincolnshire can be found at Appendix 1 - Schedule of Maintained Nursery, Primary, Infant, Junior, and Secondary Schools/Academies. Parents/carers will need to contact the respective establishments directly and/or their local authority's school admissions team, where applicable, to be advised on their individual application processes and timescales.

PART FOUR – IN YEAR ADMISSIONS

1 In year admission arrangements

In year admissions are any admissions that are outside the 'normal' point of entry, i.e. not starting school for the first time, transferring from infant to juniors or transferring to secondary school. Parents/carers can request admission to any school/academy at any time. You can contact the School Admissions Team on (01472) 326291 (Option 4) for advice on places available in North East Lincolnshire schools/academies and to request an 'In year Common Application Form' (ICAF). You can also download the In Year Common Application Form (ICAF) from the local authority's website at: www.nelincs.gov.uk. Some academies in North East Lincolnshire administer their own in year admissions and

parents/carers can contact the academy directly and request an In Year Common Application Form (ICAF). The School Admissions Team will be able to advise you if you need to contact the academy direct.

If you are resident in North East Lincolnshire and wish to apply for a school/academy in a neighbouring local authority you will need to contact that local authority's School Admissions Team for advice on which schools/academies have places. North East Lincolnshire School Admissions Team will be able to advise you on who you need to contact.

If you have not moved house and would like your child to change school, you should first discuss the matter with your child's current school/academy to seek its advice and help with any concerns you may have. If, after discussion you still feel that you would like your child to change school, you should contact the School Admissions Team for advice on the process and complete an In Year Common Application Form (ICAF).

The policy in deciding in year admissions will be in line with the duty to follow your preference, as long as there are places available and/or this does not affect the efficiency of education or use of resources at the school/academy. You are advised to read the admissions policy for the school/academy to which you are applying.

If the admission authority of the school/academy for which you apply for is not able to offer a place, the local authority as the admissions authority for community schools will advise you of the decision in writing. If the school/academy is its own admissions authority, they will either advise you in writing, or ask the local authority to notify you on their behalf. The decision letter will provide the reasons for the decision and advise of your right of appeal against the decision.

2 Fair Access Protocol

North East Lincolnshire Local Authority has a Fair Access Protocol. The Fair Access Protocol ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school/academy as quickly as possible. This includes admitting children above the published admission number to schools/academies that are already full.

3 Waiting lists

Some schools/academies will operate a waiting list for in year admissions; these may be held by the local authority or by the school/academy; the School Admissions Team will be able to advise you on this.

PART FIVE – SCHOOL ADMISSION APPEALS

School Admission Appeals

If your school/academy preference is refused, you will be advised you that you can appeal against the decision to an independent appeals panel.

Before deciding to appeal you may wish to speak to the School Admissions Team, on (01472) 326291(Option 4) to discuss your options, including your right of appeal. If you decide to proceed with an appeal, you will be advised about the appeals procedure and who you need to contact for a 'Notice of Appeal' form. An independent appeals panel in line with government regulations will hear your case. Decisions made by the appeals panel are legally binding on both the local authority and the governors of the school/academy.

If your application is to a school/academy that is its own admissions authority, admission appeals are the responsibility of the governing body. Therefore, they may be administered by the school's/academy's own appeals service rather than the local authority's appeals service. If this is the case you will be advised of the procedure in the paperwork detailing the decision. There are two distinct stages involved in an appeal:-

1. A factual stage – the admissions authority must prove that 'prejudice' would arise if an extra child were admitted to the school/academy.
2. A balancing stage – parents/carers present their information to the panel. The panel must then exercise its discretion, balancing between the degree of 'prejudice' and the weight of factors put forward by parents/carers.

If you lose your appeal, your child's name may be placed on a waiting list. However, you can only appeal once for a school/academy in any academic year. A further appeal would only be considered if there has been a significant and material change in your circumstances, which is relevant to the published admission criteria.

The admission and appeal procedures for children with an education, health and care plan (EHCP) are set out in the 1996 Education Act and 2014 Children and Families Act. The Special Educational Needs and Review Team (SENART) will prepare your child's EHCP to name the school/academy that the local authority propose your child should attend. If you do not agree with the proposed school/academy, you should discuss your concerns with the Named Officer detailed in the paperwork. If you have not been offered a place for your child at your preferred school/academy, the Named Officer will advise you of the procedures to take. If you decide to appeal against the decision it must be made to a different panel of people called the First-tier Tribunal (SEND), telephone 0870 2412555.

Infant Class Size Legislation

The School Standards and Framework Act 1998, introduced a law which states that children cannot be taught in infant classes of more than 30. This law applies to children in Year Reception, Year 1 and Year 2 and there are very few exceptions allowed. Parents/carers should be aware that when they apply for a place in an infant year group, schools/academies will have to keep to the 30 limit in each class. Parents/carers will still have a right of appeal but, in most cases involving infant class sizes, the basis on which an appeal can be upheld is very limited

PART SIX – EDUCATION TRANSPORT

HOME TO SCHOOL TRANSPORT POLICY

The legal responsibility for ensuring that a child attends school rests with the parent/carer. However, in some cases the local authority has a duty to support parents/carers with transport to school. The following table shows the circumstances under which free transport support may be provided:

Primary aged pupils – The current duties regarding statutory / free transport are:			
Age of pupil	School attended	Distance between home & school	Means-tested
Up to and including 7 years (children must be of compulsory school age or in a reception class)	Designated as serving the area in which they live or the nearest qualifying school*	More than 2 miles	No
8 Years and over	Designated as serving the area in which they live or the nearest qualifying school*	More than 3 miles	No
8 Years and under 11	Nearest qualifying school*	More than 2 miles	Child is entitled to free school meals or family in receipt of their maximum level of Working Tax Credit

Secondary pupils – The current duties regarding secondary statutory / free transport are:			
Age of pupil	School attended	Distance between home & school	Means-tested
11 – 16 years	Designated as serving the area in which they live or the nearest qualifying school*	More than 3 miles	No
11 – 16 years	One of the three nearest qualifying schools*	More than 2 miles but less than 6 miles	Child is entitled to free school meals or family in receipt of their maximum level of Working Tax Credit

Schools attended on the Grounds of Religion or Belief - The current duties regarding statutory / free transport in respect of pupils attending schools preferred by reason of a parents' religion or belief are:			
Age of pupil	School attended	Distance between home & school	Means-tested
11 – 16 years (secondary)	The nearest school preferred by reason of a parent's religion or belief.	More than 2 miles but less than 15 miles	Child is entitled to free school meals or family in receipt of their maximum level of Working Tax Credit

**Qualifying schools' are: Community, foundation or voluntary schools; community or foundation special schools; non-maintained special schools; pupil referral units; maintained nursery schools; or city technology colleges (CTC), city colleges for the technology of the arts (CCTA) including free schools, University, Technical Colleges (UTC) or Academies.*

Notes: Confirmed eligibility in respect of entitlement to free school meals or maximum level of Working Tax Credit will be for the entirety of the academic year for which the assessment has been made.

'Religion' is defined for the purposes of these duties as 'any religion', a broad definition in line with the freedom of religion guaranteed by Article 9 of the European Convention on Human Rights. It includes those

religions widely recognised such as Christianity, Islam, Hinduism, Judaism, Buddhism, Sikhism, Rastafarianism, Baha'is, Zorostrians and Jains. Denominations or sects within a religion can also be considered as a religion or religious belief such as Roman Catholics or Protestants within Christianity. The Equality Act defines 'Belief' as any religious or philosophical belief with a certain level of cogency, seriousness, cohesion and importance, and worthy of respect in a democratic society, and not be incompatible with human dignity or the fundamental rights of the child. Examples of beliefs are humanism and atheism.

Other Schools/Academies

The local authority recognises its obligations under the relevant Education Acts to comply with parental preferences regarding choice of school/academy. However, owing to the need to maximise the efficient use of resources, the local authority is only prepared to provide free transport in accordance with the policy criteria detailed above. The local authority considers that any other arrangement would lead to excessive expenditure and would prejudice efficiency in the provision of education and the use of resources.

In light of the above parents/carers wishing to apply for places in schools/academies other than those detailed above should do so knowing that free or concessionary transport will not be available, regardless of the distance involved. Although each pupil's application will be considered individually, in the absence of meeting the detailed criteria or exceptional circumstances relating to such applications, it is not anticipated that the local authority will be under any obligation to assist with the cost of transport involved.

Special Educational Needs and/or Disabilities (SEND)

Pupils with special educational needs and/or disabilities who are unable to walk to/from school due to their SEND or mobility will be considered for transport support subject to their individual abilities and assessed needs.

Post-16 Transport

There is no free or concessionary transport scheme for students attending school sixth forms or colleges. Students with SEND will be considered for free transport support subject to their individual abilities and assessed needs. The policy statement for students aged is reviewed annually and published by 31 May each year. For further information contact the Education Transport Team, Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire, DN35 8LN. Telephone: (01472) 326291 (Option 2) or e-mail: schooltransport@nelincs.gov.uk

Nursery

The local authority recognises its obligations to ensure that nursery provision is available to all children who have attained the statutory age. It aims to ensure that there is provision accessible from the child's home. It is the responsibility of the child's parents/carers to make arrangements for the child to be accompanied whilst travelling to nursery provision. Therefore, any transport assistance to nursery/early education providers will only be granted where exceptional circumstances apply to the child.

PROVISION OF FREE TRANSPORT ON THE BASIS OF A HAZARDOUS JOURNEY

In certain circumstances North East Lincolnshire Council will have determined that it is not safe for a pupil/groups of pupils to walk to/from school, even if accompanied by a parent/carer. In these circumstances the authority will assess the circumstances, taking into account the number and ages of the pupils concerned, the reason for consideration, alternative forms of transport available and an assessment of the route by the local authority's Road Safety Officer or an appropriately qualified officer. Where a route is deemed to be hazardous free transport support will be provided.

FREE TRANSPORT GRANTED EXCEPTIONALLY

Permanently Excluded Pupils and Behaviour and Attendance Collaborative (BAC)

Panel Decisions

Free transport may be granted for the pupil to travel to an alternative school, pupil referral unit or alternative provision of the local authority's choice and/or as determined by the Behaviour and Attendance Collaborative (BAC) Panel. Each case will be considered individually, the initial decision will be based on the statutory walking distance of two miles for pupils aged 7 years and under and three miles for pupils aged 8 years and above. This may be reduced to two miles where the pupil qualifies under the low income criteria. Each case will be assessed taking into consideration the individual's needs and their particular circumstances, which will also determine the type of any transport support provided. Wherever possible, qualifying pupils will be issued with a bus pass

Medical Transport

Pupils with a medical condition who are fit to attend school or the local authority's home tuition provision, but would be unable to attend because they are unable to walk or are unable to travel by their normal means of transport, may be considered for free transport whilst that condition persists. A written request for medical transport must be supported by a medical consultant/specialist. All cases of medical transport due to the exceptional nature of its provision, will be reviewed on a half-termly basis.

School Closures

Pupils attending schools which have been closed by the local authority may be provided with free transport to the new school designated as serving the area where they live. This decision and the maximum period for which it will apply are at the sole discretion of the local authority. However, the initial decision will be based on the statutory walking distance of two miles for pupils aged 7 years and under and three miles for pupils aged 8 years and above. This may be reduced to two miles where the pupil qualifies under the low income criteria.

Additional Information

For further information regarding eligibility for home to school transport contact the Education Transport Team, Civic Offices, Town Knoll Street, Cleethorpes, North East Lincolnshire, DN35 8LN Telephone: (01472) 326291 (Option 2) or email: schooltransport@nelincs.gov.uk

PART SEVEN – GENERAL INFORMATION

1 Questions and answers

Where can I get advice on which school would best suit my child?

North East Lincolnshire School Admissions Team are available to offer impartial advice and enable parents/carers to make informed decisions about making preferences for schools/academies for their child. They will offer advice on all areas of co-ordinated admissions, admission policies and other information about local schools/academies.

How do I make my application?

For all phased applications (i.e. Starting School for the First Time, Transferring from Infant to Junior School or Transferring from Primary to Secondary Education), you can apply online using the [North East Lincolnshire Citizen Portal](#). Guidance on how to register an account and make an application is provided on the Portal. In your Online Application you can express up to three preferences for any North East Lincolnshire Schools/Academies or, in the case of a secondary transfer, any school/academy that falls within the area of another authority, such as North Lincolnshire or Lincolnshire. Alternatively, you can make your application in writing on a Common Application Form (CAF), available on request from the School Admissions Team.

What is a Common Application Form (CAF)?

The Common Application Form (CAF) is the application form for all co-ordinated school applications made through the local authority. For the purposes of this guide, CAF would refer to the paper form version of the application process that parents/carers can make online via the [North East Lincolnshire Citizen Portal](#).

Why do I have to rank my preference of schools/academies on my application?

The Online Application/Common Application Form (CAF) enables you to give reasons for your application and rank your application in order of preference. The preferences will be shared with other admission authorities if one of the applications is for a school/academy for which we, (the home local authority) cannot allocate places. At the end of the process, if you can be offered a place at more than one school/academy, then you will be sent an offer of the one you ranked higher on your application form.

Why should I complete an Online Application/Common Application Form (CAF)?

We can only allocate a place at a school/academy for which an application has been made. Under co-ordinated admission arrangements a place at the nearest school/academy with places will be allocated for any child that the authority is aware of for which it has not received an Online Application/Common Application Form (CAF). This will not necessarily be the designated catchment school/academy as all places may have been taken by those who expressed a preference for it by submitting an Online Application/Common Application Form (CAF).

Will a place at my catchment school be guaranteed?

The law allows parents/carers to express a preference for a school/academy they wish their child to attend but this is not a guarantee of a place. If you live in the catchment area of a North East Lincolnshire school/academy, and you apply for a place at your catchment school/academy as one of your preferences, and your application is received on time, the chances are usually high that you will be allocated a place at that school/academy.

However it is to be noted that some academies place 'sibling' above 'catchment' in their oversubscription criteria. However, if you do not include it on your Online Application/Common Application Form (CAF) and you are unsuccessful with the three preferences you have made, then you may find your catchment school/academy is already full and there is no place left for your child.

How do I apply for a school/academy outside North East Lincolnshire?

You must include all schools/academies on your Online Application/Common Application Form (CAF) for which you wish your child to be considered. The preference on your application will be sent to the authority for that school/academy for consideration. They will inform us if they are able to offer a place to your child (you need to read their admissions policy to see how places are allocated). Details of our neighbouring authorities' admissions policies can be obtained by contacting the relevant authority (see [Appendix 9](#) for details).

What about applying for special schools or independent schools?

The Online Application/Common Application Form (CAF) is only applicable to community, voluntary controlled, voluntary aided, trust, foundation schools and academies. Special and independent schools/academies are not included. If your child has an education, health and care plan (EHCP) and you wish to express a preference for a special school/academy you should contact the Special Educational Needs and Review Team (SENART) (see [Appendix 8](#) for contact details).

What if I am not happy with the school place offered?

You can appeal against any decision and details on how to appeal are included in [Part Five – School Admission Appeals](#).

How will my child get to school?

Before deciding which schools/academies you would like your child to be considered for you will need to think about how he or she will get there and whether you will get any help with transport costs. Details of our Home to School Transport Policy can be found in [Part Six – Education Transport](#).

2 Statutory school leaving age

The Secretary of State has set one statutory school leaving date. No child is allowed to leave school until the last Friday in June in the school year in which the child reaches 16 years of age.

3 School meals

School meals are available to all children attending school either free of charge or on payment. Free school meals are available to pupils if you are in receipt of child benefit and any of the following qualifying benefits:

- Income Support
- Income Based Jobseeker's Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit, but do not receive Working Tax Credit, and annual income (as assessed by Tax Credit) does not exceed £16,190
- Guaranteed Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit

Further information regarding eligibility for free school meals can be obtained from the Customer Access Points in the Municipal Offices, Town Hall Square, Grimsby and the

Immingham Civic Centre Hub, Pelham Road, Immingham. You can also get information by telephoning (01472) 323732.

4 OfSTED and performance table information

You will find how to access this information at Appendix 6.

5 School Term Dates

You will find details of school term dates for 2019-2020 at [Appendix 7](#). Please note a number of academies in North East Lincolnshire set their own term dates which may not be the same as the local authority or other schools/academies in the area.

6 School Governors

Every North East Lincolnshire school/academy has a governing body/education trust, which has general responsibility for the effective management of the school/academy, acting within the framework set by national legislation. The composition of the governing body/education trust is intended to reflect the local community and includes parents, teaching and non-teaching staff, representatives of the local authority, local community and, in the case of church schools, the local Diocese. A parent's/carer's normal contact with the school/academy will be with the head teacher/principal. However, if a parent/carer is not satisfied, a matter can be referred to the governors, usually through the chair of the governing body.

7 Further Information

If you have any questions about the information provided in this booklet, you should contact the School Admissions Team, Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire, DN35 8LN, Telephone (01472) 326291 (Option 4) or email: schooladmissions@nelincs.gov.uk.

This booklet gives overall information about schools/academies. Each school/academy will publish more detailed information in its prospectus each year. The prospectus contains information about the curriculum, how education and teaching methods of the school/academy are organised, and details of pupils' attainments. You can obtain copies of a school's/academy's prospectus by contacting the school/academy directly.

Although this booklet does not give information about admission to nursery or pre-school education it does contain a list of all schools/academies with nurseries and all nursery schools. It also contains a list of private and voluntary providers of early year's education. More information about early year's education can be obtained from the Family Information Service (see [Appendix 8](#)).

8 Disclaimer

The details in this booklet, which relate to the school year 2019-2020 were valid as at 31st August 2018. However, it should be noted that changes may be made to any of these details after that date which may affect the school year 2019-2020. The electronic copy of this booklet is available on North East Lincolnshire Council's website and will be updated with any changes throughout the year.

Appendix 1

Schedule of maintained Nursery, Primary, Infant, Junior and Secondary Schools / Academies

North East Lincolnshire Council Nursery Schools

NAME AND ADDRESS OF SCHOOL	HEAD TEACHER	TELEPHONE NUMBER	TYPE AND AGE RANGE	PUBLISHED ADMISSION NUMBER	SCHOOL TYPE	TRUST / SPONSOR (ACADEMIES)
Great Coates Village Nursery School Station Road Great Coates, DN37 9NN	Ms H Hussey	01472 231231	Nursery 3 – 5 years	52 place nursery	Co-educational Day Nursery School	
Scartho Nursery School Pinfold Lane Scartho, Grimsby, DN33 2EW	Mrs S Bate (Interim)	01472 872129	Nursery 3 – 5 years	65 place nursery	Co-educational Day Nursery School	

North East Lincolnshire Council Primary Schools / Academies

NAME AND ADDRESS OF SCHOOL/ACADEMY	HEAD TEACHER	TELEPHONE NUMBER	TYPE AND AGE RANGE	PUBLISHED ADMISSION NUMBER	SCHOOL TYPE	TRUST / SPONSOR (ACADEMIES)
Bursar Primary Academy Bursar Street Cleethorpes, DN35 8DS	Mrs A Pomfret Mrs J Wiseman	01472 691798	Primary 5 – 11 yrs	45	Academy	
Canon Peter Hall Church of England Primary Academy, Pelham Road Immingham, DN40 1JS	Mrs S Fawn	01469 510300	Primary 5 – 11 yrs N	30	Academy	Lincoln Anglican Academy Trust
Coomb Briggs Primary School Roval Drive Immingham, DN40 2DY	Mrs H Redmond	01469 572584	Primary 5 – 11 yrs	30	Community Co- educational Day School	
Eastfield Primary Academy Margaret Street Immingham DN40 1LD	Mrs K Thompson	01469 572455	Primary 5-11yrs N	30	Academy	Enquire Learning Trust
East Ravendale Church of England Primary School Academy East Ravendale, DN37 0RX	Ms L Keast	01472 825999	Primary 5 – 11 yrs N	17	Academy	
Edward Heneage Primary Academy Edward Street Grimsby, DN32 9HL	Mrs D Osborne (Associate Principal)	01472 320016	Primary 5 – 11 yrs N	45	Academy	David Ross Education Trust (DRET)
Elliston Primary Academy Bramhall Street Cleethorpes, DN35 7QU	Mrs C Patterson	01472 235116	Primary 5 – 11 yrs N	45	Academy	Enquire Learning Trust
Enfield Academy of New Waltham Enfield Avenue New Waltham, DN36 4RB	Mrs A Scott	01472 321434	Primary 5 – 11 yrs	25	Academy	Enquire Learning Trust
Fairfield Primary Academy Mendip Avenue Grimsby, DN33 3AE	Miss K Matanga	01472 879301	Primary 5 – 11 yrs N	45	Academy	David Ross Education Trust (DRET)
Grange Primary School Cambridge Road Grimsby, DN34 5TA	Miss C Plaskitt	01472 232030	Primary 5-11 yrs N	45	Community Co- educational Day School	
Great Coates Primary Academy Crosland Road Grimsby, DN37 9EN	Mrs A Norman	01472 230263	Primary 5 – 11 yrs N	45	Academy	Healing MAT
Healing Primary School Fords Avenue Healing, DN41 7RS	Mrs Wakefield	01472 882261	Primary 5 – 11 yrs	45	Academy	Healing MAT
Humberston Church of England Primary School Church Lane Humberston DN36 4HS	Mrs J Everitt	01472 813474	Primary 5 – 11 yrs	45	Voluntary Controlled (C of E) Co- educational Day School	
Humberston Cloverfields Academy St Thomas Close Humberston, DN36 4HS	Mrs C Spruce	01472 500217	Primary 5 – 11 yrs N	45	Academy	Enquire Learning Trust
Lacey Acres Primary Academy Swiftsure Crescent Grimsby, DN34 5QN	Mrs S Clapson	01472 320601	Primary 5 – 11 yrs	30	Academy	Enquire Learning Trust

Lisle Marsden C of E Primary Academy Lansdowne Avenue Grimsby, DN32 0DF	Mr D Kinsey	01472 311040	Primary 5 – 11 yrs	90	Academy	
Littlecoates Primary Academy Harlow Street Grimsby, DN31 2QX	Mr N Wilkinson	01472 354601	Primary 5 – 11 yrs N	30	Academy	Wellsprings Academy Trust
Macaulay Primary Academy Macaulay Street Grimsby, DN31 2ES	Mrs S Clarkson	01472 356232	Primary 5 – 11 yrs N	75	Academy	Delta Academy Trust
Middlethorpe Primary Academy Highthorpe Crescent Cleethorpes, DN35 9PY	Ms R Simpson (Principal)	01472 698185	Primary 5 – 11 yrs	30	Academy	Enquire Learning Trust
New Waltham Academy Peaks Lane New Waltham, DN36 4NH	Mrs J Perry	01472 233051	Primary 5 – 11 yrs N	45	Academy	
Oasis Academy Nunsthorpe Sutcliffe Avenue Grimsby, DN33 1AN	Mrs K McGuire	01472 310013	Primary 5 – 11 yrs N	75	Academy	Oasis Academy Trust
Old Clee Primary Academy Colin Avenue Grimsby, DN32 8EN	Mrs T Roberts	01472 691887	Primary 5 – 11 yrs N	90	Academy	
Ormiston South Parade Academy South Parade Grimsby, DN31 1TX	Ms J Nolan	01472 231659	Primary 5 – 11 yrs N	75	Academy	Ormiston Academy Trust (OAT)
Pilgrim Academy Allerton Drive Immingham, DN40 2HP	Mrs M McMahon (Principal)	01469 572368	Primary 5 – 11 yrs N	45	Academy	Tollbar MAT
Reynolds Primary Academy Reynolds Street Cleethorpes, DN35 7TS	Mr A Clark (Principal)	01472 691797	Primary 5 – 11 yrs N	60	Academy	Tollbar MAT
St Joseph's Catholic Primary Voluntary Academy Philip Avenue Cleethorpes, DN35 9DL	Mrs S Pollard	01472 690672	Primary 5 – 11 yrs N	30	Academy	Nottingham Diocese
St Mary's Catholic Primary Voluntary Academy Wellington Street Grimsby, DN32 7JX	Mrs C McHale	01472 357982	Primary 5 – 11 yrs N	30	Academy	Nottingham Diocese
St Peter's Church of England Primary School St Peter's Avenue Cleethorpes, DN35 8LW	Mr M Smedley	01472 691964	Primary 5 – 11 yrs	30	Academy	Lincoln Anglican Academy Trust
Springfield Primary Academy Springwood Crescent Grimsby, DN33 3HG	Mr A Willett	01472 230260	Primary 5 – 11 yrs N	45	Academy	Enquire Learning Trust
Stallingborough Church of England Primary School Stallingborough, DN37 8AP	Miss M Walker	01472 882438	Primary 5 – 11 yrs	20	Voluntary Controlled (Church of England) Co-educational Day School	
Stanford Junior and Infants School Laceby, DN37 7AX	Mrs L Hackfath	01472 318003	Primary 5 – 11 yrs	42	Voluntary Controlled Co-educational Day School	
Strand Primary Academy Strand Street Grimsby, DN32 7BE	Miss R Beckett	01472 354605	Primary 5 – 11 yrs N	30	Academy	Delta Academy Trust
Thrunscoe Primary & Nursery Academy Trinity Road Cleethorpes, DN35 8TJ	Mrs J Goodwin	01472 320781	Primary 5 – 11 yrs N	45	Academy	
Waltham Leas Primary Academy, Manor Drive, Waltham, DN37 0NU	Mr R Beel	01472 822419	Primary 5 – 11 yrs	60	Academy	
Weelsby Academy Weelsby Street Grimsby	Mr J Phillips (Mr A Yeomans, Associate Executive Principal)	01472 342554	Primary 5 – 11 yrs N	60	Academy	Delta Academy Trust
Welholme Academy Welholme Road Grimsby, DN32 9JD	Mrs D Turrell	01472 329944	Primary 5 – 11 yrs	90	Academy	Enquire Learning Trust

Western Primary School Broadway Grimsby, DN34 5RS	Mrs K Leach	01472 311550	Primary 5 – 11 yrs N	45	Community Co- educational Day School	
Willows Academy Queensway Grimsby, DN37 9AT	Miss R Beckett	01472 328013	Primary 5 – 11 yrs N	25	Academy	Delta Academy Trust
Woodlands Primary Academy Pinewood Crescent Grimsby, DN33 1RJ	Mr R Green	01472 500900	Primary 5 – 11 yrs N	60	Academy	New Dawn Trust
Wybers Wood Academy Timberley Drive Grimsby, DN37 9QZ	Mrs C Walker	01472 235331	Primary 5 – 11 yrs	75	Academy	Delta Academy Trust
Yarborough Academy Yarrow Road Grimsby, DN34 4JU	Mrs H Albery	01472 237772	Primary 5 – 11 yrs N	60	Academy	

North East Lincolnshire Council Infant Schools / Academies

NAME AND ADDRESS OF SCHOOL/ACADEMY	HEAD TEACHER	TELEPHONE NUMBER	TYPE AND AGE RANGE	PUBLISHED ADMISSION NUMBER	SCHOOL TYPE	
Queen Mary Avenue Infant and Nursery School Queen Mary Avenue Cleethorpes, DN35 7SY	Miss M Walker	01472 230230	Infant 5 – 7 yrs N	90	Community Co- educational Day School	
Scartho Infants' School and Nursery Edge Avenue Grimsby, DN33 2DH	Ms S Mellors	01472 879634	Infant 5 – 7 yrs N	60	Community Co- educational Day School	
Signhills Infants' Academy Hardy's Road Cleethorpes, DN35 0DN	Mrs A Majer	01472 694993	Infant 5 – 7 yrs	90	Academy	

North East Lincolnshire Council Junior Schools / Academies

NAME AND ADDRESS OF SCHOOL/ACADEMY	HEAD TEACHER	TELEPHONE NUMBER	TYPE AND AGE RANGE	PUBLISHED ADMISSION NUMBER	SCHOOL TYPE	
Scartho Junior Academy Edge Avenue Grimsby, DN33 2DH	Mr N Rice	01472 879524	Junior 7 – 11 yrs	60	Academy	
Signhills Academy Hardy's Road Cleethorpes, DN35 0DN	Mr S Carr	01472 694811	Junior 7 – 11 yrs	90	Academy	
William Barcroft Junior School Barnett Place Cleethorpes, DN35 7SU	Mrs C Constantopoulos	01472 501777	Junior 7 – 11 yrs	90	Academy	Healing MAT

N – nursery provision

North East Lincolnshire Council Secondary Schools / Academies

NAME AND ADDRESS OF SCHOOL/ ACADEMY	HEAD TEACHER/ PRINCIPAL	TELEPHONE NUMBER	TYPE AND AGE RANGE	PUBLISHED ADMISSION NUMBER	SCHOOL TYPE	TRUST / SPONSOR (ACADEMIES)
Beacon Academy Chatsworth Place CLEETHORPES DN35 9NF	Mr J Thurley	01472 328888	Comprehensive 11 – 16 years	100	Academy	Wellsprings Academy Trust
Cleethorpes Academy Grainsby Avenue CLEETHORPES DN35 9NX	Mrs J Hornsby (Principal)	01472 582310	Comprehensive 11 – 16 years	180	Academy	Tollbar MAT
Havelock Academy Holyoake Road GRIMSBY DN32 8JL	Mrs W Jackson (Principal)	01472 602000	Comprehensive 11 – 18 years	220	Academy	David Ross Education Trust (DRET)
Healing School – A Science Academy Healing, GRIMSBY DN41 7QD	Ms M Dewland (Principal)	01472 502400	Comprehensive 11 – 16 years	200	Academy	Healing MAT
Humberston Academy Humberston Avenue HUMBERSTON DN36 4TF	Mr D Shoubridge (Principal)	01472 319990	Comprehensive 11 – 16 years	165	Academy	David Ross Education Trust (DRET)
John Whitgift Academy Crosland Road GRIMSBY DN37 9EH	Mr R Spendlow (Principal)	01472 887117	Comprehensive 11 – 16 years	150	Academy	Delta Academy Trust
Oasis Academy Immingham Carver Road IMMINGHAM DN40 1JT	Mrs S McLoughlin (Principal)	01469 550686	Comprehensive 11 – 16 years	180	Academy	Oasis Academy Trust
Oasis Academy Wintringham Weelsby Avenue GRIMSBY DN32 0AZ	Mrs H Stennett (Principal)	01472 871811	Comprehensive 11 – 16 years	180	Academy	Oasis Academy Trust
Ormiston Maritime Academy Westward Ho GRIMSBY DN34 5AH	Mr K Gallacher	01472 310015	Comprehensive 11 – 16 years	190	Academy	Ormiston Academy Trust (OAT)
Tollbar Academy Station Road New Waltham GRIMSBY DN36 4RZ	Ms C Yates (Principal)	01472 500505	Comprehensive 11 – 18 years	360	Academy	Tollbar MAT

Education establishments for key stage 4 (year 10 and year 11) that operate 'atypical points of admission'

Local Authority	Name of Establishment	Establishment Contact Details	Age Range	Application information
North East Lincolnshire	The Academy Grimsby (TAG)	Address: Westward Ho, Grimsby, North East Lincolnshire, DN34 5AQ Telephone: (01472) 311231 Website: www.academy.grimsby.ac.uk	14-16	Y10 applications should be made directly to the academy
North Lincolnshire	Engineering UTC Northern Lincolnshire	Address: Carlton Street, Scunthorpe, North Lincolnshire, DN15 6TA Telephone: (01724) 878100 Website: www.utcolleges.org/utcs/humber-utc/	14-19	Y10 applications should be made directly to the college
North Lincolnshire	Leggott Academy (at John Leggott College)	Address: West Common Lane, Scunthorpe, North Lincolnshire, DN17 1DS Telephone: (01724) 282998 Website: www.leggott.ac.uk/14-16	14-16 (college's range is 16-19)	Y10 applications should be made directly to the academy
Lincolnshire	Lincoln University Technical College	Address: Lindum Road, Lincoln LN2 1PF Telephone: (01522) 775990 Website: www.lincolnutc.co.uk	14 – 19 age range	Y10 applications are made on a form available on the UTC and the LA website

North East Lincolnshire Council Special Schools

NAME AND ADDRESS OF SCHOOL/ACADEMY	HEAD TEACHER	TELEPHONE NUMBER	TYPE AND AGE RANGE	PUBLISHED ADMISSION NUMBER	SCHOOL TYPE	TRUST / SPONSOR (ACADEMIES)
The Cambridge Park Academy Cambridge Road Grimsby, DN34 5EB	Mr M Eames (Principal)	01472-230110	Special 4-19years	N/A	Academy	
Humberston Park Special School St Thomas Close, Humberston, DN36 4HS	Mr A Zielinski	01472-590645	Special 3-19years	N/A	Academy	

North East Lincolnshire Council Pupil Referral Units (PRUs)

NAME AND ADDRESS OF SCHOOL/ACADEMY	HEAD TEACHER	TELEPHONE NUMBER	TYPE AND AGE RANGE	PUBLISHED ADMISSION NUMBER	SCHOOL TYPE	TRUST / SPONSOR (ACADEMIES)
Phoenix Park Academy Park Avenue Grimsby DN32 0BZ	Mr P Hutchinson (Executive Principal)	01472-323597	PRU 7-16years	N/A	Academy	Wellsprings Academy Trust
Sevenhills Academy Second Avenue Grimsby DN33 1 NU	Mr P Hutchinson (Executive Principal)	01472-322078	PRU 14-16years	N/A	Academy	Wellsprings Academy Trust

School / Academy websites can be accessed by logging onto the North East Lincolnshire website and following the links.

Appendix 2

List of registered providers offering Flexible Free Entitlement in North East Lincolnshire

Please note that the following information was correct at the time of going to print. For any updates and further information please contact the Family Information Service (see [Appendix 8](#)).

Name of provider & telephone number	Address
Broadway –For Under Fives Ltd Tel: 01472 326837	Broadway Children's Centre, Broadway, Grimsby, DN34 5RS
Bursar Pre-school Tel: 01472 691798	Bursar Primary Academy, Clee Road, Cleethorpes, DN35 9HU
Butterflies Day Nursery Tel: 01472 326624	Nunthorpe & Bradley Park Family Hub, Second Avenue, Grimsby, DN33 1AN
Campden Kids Ltd Tel: 01472 694466	20-22 Campden Crescent, Cleethorpes, DN35 7UL
Central Children's Centre Daycare-For Under Fives Ltd. Tel: 01472 326823	Edward Heneage, Edward Street, Grimsby, DN32 9HL
Cleethorpes Childcare Tel 01472 694266	Highgate Children's Centre, Trinity Road, Cleethorpes, DN35 8UL
Cleethorpes Children's Centre, Reynolds Daycare Tel 01472 324903	Cleethorpes Children's Centre, Machray Place, Cleethorpes, DN35 7LJ
First Steps Day Nursery Tel: 01472 352524	The Ice House, Victor Street, Grimsby, DN32 7QN
Freeston Tots Pre-School Tel 07855072659	R/O 1 Freeston Street, Cleethorpes, DN35 7 LY
Havelock Day Nursery Tel: 01472 870618	Diana Princess of Wales Hospital, Scartho Road, Grimsby, DN33 2BA
Healing Village Nursery Tel: 01472 280452	Station Road, Healing, Grimsby, DN41 7LY
Humberston Pre-school Tel: 01472 211600	Humberston C of E Primary School, Church Lane, Humberston, DN36 4HZ
Immingham Day Care Tel 01469 576299	Immingham Family Hub, Margaret Street, Immingham, DN40 1LD
Immingham Day Nursery Tel: 01469 571177	23 Pelham Road, Immingham, DN40 1AA
Judy Clark Pre-School Tel: 01472 326819	West Marsh Children's Centre, Macaulay Street, Grimsby, DN31 2ES
LeapAhead @ Rutland Street Tel: 01472 456694	226 Rutland Street, Grimsby, DN32 7LT
Leap Ahead @ Spring Villa Tel 01472 456116	37 Bargate, Grimsby, DN34 4SN
Lisle Marsden Childcare Tel: 01472 311019	Lisle Marsden C of E Primary Academy, Lansdowne Avenue, Grimsby, DN32 0DF
Little Blossoms Tel: 01472 236807	31-33 Laceby Road, Grimsby, DN34 5BH
Little Stars Day Nursery Tel: 01472 315530	GIFHE, Laceby Road, Grimsby, DN34 5BQ
Middlethorpe Pre-school Tel: 01472 694266	Middlethorpe Primary Academy, Highthorpe Crescent, Cleethorpes, DN35 9PY
Only About Kids Tel 07852313999	Enfield Academy of New Waltham, Enfield Avenue, New Waltham, DN36 4RB
Ormiston South Parade Tel: 01472 231659	Fildes Street, Grimsby, DN31 1TU
Pinfold Lane Community Pre-School Tel 01472 872929	Pinfold Lane, Scartho, DN33 2EW
Precious Times Laceby Tel: 01472 872143	Laceby Acres Primary Academy, Swiftsure Crescent, Grimsby, DN34 5QN
Precious Times Riverside Tel: 01472 237777	Yarborough Academy, Yarrow Road, Grimsby, DN34 4JU
Queensway Daycare Tel: 01472 325738	Queensway Family Hub, Queensway, Grimsby, DN37 9AT
Ready Teddy Go Tel: 01472 601126	40 Bradford Avenue, Cleethorpes, DN35 0BD
Signhills Pre-school Tel: 01472 694266	Signhills Infants Academy, Hardy's Road, Cleethorpes, DN35 0DN
Springfield Lodge Montessori Day Nursery Tel: 01472 874583	Springfield Park, Springfield Road, Grimsby, DN33 3LE
St Christopher's Playgroup Pre-School	St Christopher's Methodist Church, Convamore Road, Grimsby, DN32 9HR

Tel: 01472 250326	
St James' School Pre-Prep Department Day Nursery Tel: 01472 503260	St James School, 22 Bargate, Grimsby, DN34 4SY
St Margaret's Pre-school Tel: 01472 311665	The Church Hall, Laceby, Grimsby, DN37 7DB
St Martins Prep Pre-School Tel: 01472 878907	63 Bargate, Grimsby, DN34 5AA
St Peter's Children's Centre Tel: 01472 290779	St Peter's C of E Primary School, St Peter's Avenue, Cleethorpes, DN35 8LW
The Avenue Playgroup Tel: 01472 200940	St Andrew's Youth Hall, Charles Street, Cleethorpes, DN35 8QB
The Children's House Tel: 01472 886000	122 Station Road, Stallingborough, DN41 8AJ
The Day Nursery Tel: 01472 810231	The Humberston Country Club, Humberston Avenue, Humberston, Grimsby, DN36 4SX
Trackers Pre-school Tel: 01472 310093	New Waltham Academy, Peaks Lane, New Waltham, Grimsby, DN36 4NH
Waltham Leas Pre-school Tel: 01472 822967	Waltham Leas Primary Academy, Manor Drive, Waltham, Grimsby, DN37 0NU
Welholme Pre School Tel: 01472 269740	Welholme Academy, Heneage Road, Grimsby, DN32 9JD
Wendover Pre-school Tel: 01472 210154	Church Hall, Church Lane, Humberston, DN36 4HX
Wiz Kidz Childcare Tel: 01472 322281 / 232307	251-259 Freeman Street, Grimsby, DN32 9DW

There are also a number of childminders who offer flexible free entitlement; further information can be obtained from the Family Information Service (FIS), fis@nelincs.gov.uk tel (01472) 326293 (Option 1)

Appendix 3

Admission Policies for Primary Academies and Voluntary Controlled Schools who follow their own policy

Name of School/Academy	Admission Policy
Bursar Primary Academy	Page 40
Catholic Voluntary Aided Primary Academies	Page 43
East Ravensdale Primary School	Page 48
Enquire Learning Trust	Page 49
Humberston CE Primary School	Page 52
Lisle Marsden CE Primary Academy	Page 54
Ormiston South Parade Academy	Page 56
Pilgrim Academy	Page 61
Reynolds Academy	Page 65
Scartha Junior Academy	Page 67
Signhills Infant Academy	Page 69
Signhills Academy (Junior)	Page 70
Stallingborough CE Primary School	Page 71

Bursar Primary Academy Admissions Policy 2019-2020

The Academy Ethos

Bursar Primary Academy pupils (staff and community) find daily purpose in attending, finish every day eager to return, having engaged in learning and made progress through activities which are well matched, stimulating and fun.

Our aims:

- We will provide opportunities for all pupils to learn and achieve.
- We will welcome the community and safely surround our pupils with a high quality environment.
- We will engage in a purposeful and energetic climate.
- We will promote an enthusiasm for learning which develops an enquiring and creative approach and fosters each pupil's self-esteem and resilience.
- We will encourage working partnerships with the wider community to engage in an aspirational vision.
- We will lay particular emphasis on English and Mathematics within our broad and creative curriculum to promote Economic Wellbeing.
- We will promote pupil's spiritual, moral, social and cultural development and prepare our pupils for opportunities, responsibilities and experiences for life.

Bursar Academy makes no excuses for its insistence on the highest possible standards. We expect the very best behaviour and work ethic from students and full compliance with the Academy uniform policy to instil pride in themselves and the Academy. Pupils are expected to have consideration for others, be polite and courteous and pursue the goal of maximising their potential.

The governing body welcomes children regardless of aptitude or ability.

We will always give priority to those who have actually applied for a place over those who fulfil any of the criteria but have not actually applied.

If the number of applications for places at the academy is higher than the admission number set for that year group, we will use the following factors, in priority order, to decide which students will be given places. **After the admission of pupils with statements of special educational needs/education, health and care plan (EHCP) where Bursar Primary Academy is named in Part 4 of the statement/recorded in the plan, we will use the following factors, in priority order, to decide which pupils will be given places.**

1. Looked after children (children in public care) or a child who was previously looked after.
2. Having brothers or sisters who are already at the academy when your child is due to start there.
3. Living in the catchment area.

4. Geographical. We will give priority to those living nearest to the Academy (if there is more than one route, the distance measured is the **shortest available safe route for pedestrians**), from the front door of the child's home address (including flats) to the main entrance of the academy, using the local authority's computerised measuring system.

Criteria 4 is also used as a tie-breaker. Whenever two people have the same priority based on criteria 2 or 3 then the child who lives closest to the academy will be given the higher priority.

Notes

Children who have a statement of special education needs/education, health and care plan (EHCP) where the school is named in part 4 of the statement/recorded in the plan.

These children will have undergone a statutory assessment of their special educational needs. Where a school is named in the statement/recorded in the plan the school must admit the child.

Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

Rules for Siblings

Included in this factor are stepbrothers and sisters and half-brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the academy at the expected time of admission. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and other(s) is/are not. In the case of first admission to school the panel would have to have regard to Infant Class Size Legislation.

Rules for Residence

On 31 December of the year before your child is due to start at the academy, your child must be living in the academy's catchment area. If you move to the academy's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

Geographical

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Appeals against a decision not to admit a child to the academy

Parents have a legal right to appeal against a decision not to admit a child to the academy. The academy will be happy to provide information about this on request.

Admission of children outside their normal age group

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the

parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

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**Admission Policy for Catholic Voluntary Aided Primary Academies
in North East Lincolnshire 2019-2020**

Academy	Published Admission Number	Parish(es) Served
St Joseph's Catholic Voluntary Academy, Cleethorpes	30	Parish of the Most Holy and Undivided Trinity, Grimsby, Cleethorpes & Immingham
St Mary's Catholic Voluntary Academy, Grimsby	30	

This policy will apply for admission into Reception Class for the academic year 2019-2020.

The Catholic Primary Voluntary Academies listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church.

This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

The Catholic Primary Voluntary Academies are principally provided to serve the Catholic communities of North and North East Lincolnshire. The Governors also welcome applications from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment.

The Northern Lincolnshire Catholic Academy Trust is the admission authority for the above academies and is responsible for determining the admissions policy. All decisions relating to admission applications will be taken by the Governing Body of the Academy applied for. The admissions process is coordinated by North East Lincolnshire Local Authority on behalf of the admission authority.

Parents residing in North Lincolnshire should consult the Local Authority website, www.northlincs.gov.uk which gives full details of the admissions process, including information on the admissions cycle.

Parents residing in North East Lincolnshire should consult the Local Authority website, www.nelincs.gov.uk/education/schools/admissions which gives full details of the admission process, including information on the admissions cycle.

Application Procedure and Timetable

Applications must be made on the Common Application Form provided by your home Local Authority. Applications must be made to your home Local Authority by the national closing date of 15th January.

In addition **all applicants wishing to apply for a place under a faith criterion** (oversubscription criteria 1-7) should complete the Supplementary Information Form. This form can be downloaded from the Local Authority website within which the school is located and is also available from any of the schools. The completed form, together with any required evidence, (see notes 3-8), should be returned to each Catholic school for which a preference has been made also by the national closing date of 15th January.

If you do not provide the additional required evidence and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child's chances of being offered a place.

Admission of Children below Compulsory School Age, Deferred Entry and Summer Born Children

If your child is offered a full time place before s/he reaches compulsory school age, you have the option of deferring the child's entry up until the term in which the child reaches compulsory school age (a child reaches compulsory school age on the prescribed day following his/her fifth birthday or on his/her fifth birthday if it falls on a prescribed day. The prescribed days are 31st December, 31st March and 31st August). A place will be held and will not be offered to another child provided the place is taken up within the same academic year.

Parents can request that their child attends school part-time until the child reaches compulsory school age.

Parents of summer born children, i.e. a child born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception Year rather than Year 1. However, parents need to be aware that **if** the request is approved (*see below on decisions on applications for 'admission outside of normal age group'*) they will need to apply again in the next admissions round for a place in that Reception Year and should be aware that a place is not guaranteed as the application will be considered alongside all other applications in that year and the Oversubscription Criteria will still apply.

Admission of children outside their normal age group

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. The school anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances.

Should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group **and** you should also submit a request for admission out of the normal age group at the same time, following the procedure set out by your home local authority.

A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

Transfers from Infant Schools

This policy also applies to applications from parents who wish to transfer children from an infant school to Year 3 in one of the Catholic Primary Voluntary Academies. Your home Local Authority will provide information about how this can be done. However, parents need to be aware that as our academies are primary academies (age 4–11) places may have already been filled.

Late Applications

Late applications will be administered in accordance with the Local Authority Primary Coordinated Admissions Scheme within which the academy is located. You are encouraged to ensure that your application is received on time.

Applications during the school year (In-Year Applications)

Details of the application process are available from the school and from the Local Authority within which the school is located. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place. If the published admission number has been reached, the child will be only offered a place if the Admissions Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Offers of places may be withdrawn if they are offered in error, a parent has not responded within 10 school days of issuing of the offer letter issue or it is established that an offer was obtained through a fraudulent or intentionally misleading application.

In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of term to minimise disruption to their own and other children's education.

If your application is refused you have a statutory right to appeal (see 'Appeals' below). Your appeal should be lodged within twenty school days after the date of the decision letter.

Waiting Lists

Parents whose children have not been offered their preferred school in the normal admissions round will be added to their preferred school's Waiting List. The Waiting List will normally remain open until the end of the Autumn Term in the application year. However, schools may maintain the Waiting List until the end of the academic year. Please contact the school to request further details.

Waiting Lists are maintained in the same order as the oversubscription criteria listed below and not in the order in which applications are received or added to the Waiting List. This means that your child's position on the Waiting List may change during the year.

Any late applications will be added to the Waiting List in accordance with the oversubscription criteria.

Inclusion on a school's Waiting List does not mean that a place will eventually become available.

Appeals

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the school setting out your grounds for appeal no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the governors by the Catholic Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding on the school.

Fair Access Protocols

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the Governing Body is considering applications for places, they must keep to the 30 limit. Parents/Carers do have a right of appeal in accordance with the Infant Class Size Regulations if the school is oversubscribed and their child is refused a place.

Applications for twins / multiple birth children

Where a place available is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets etc even if this means exceeding the published admission number

as long as the governing body decides that the education of pupils in that year group would not be detrimentally affected.

Attendance at Nursery

Attending a nursery, or a pre-school setting on the site of the school, does not give any priority within the oversubscription criteria for a place in the school. Attendance at the school's nursery does not guarantee that a place will be offered at the school and for children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the local authority and using the Common Application Form.

Fraudulent Information

The Governing Body reserves the right to withdraw the offer of a place or, if a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained on the basis of fraudulent or intentionally misleading information.

Oversubscription Criteria

Where schools have more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have an Educational Health and Care Plan (EHCP) (see Note 1) which names the school will be admitted. This will reduce the number of places available.

1. Catholic looked after or previously looked after children. (See Notes 2 and 3).
2. Catholic (see Note 3) children living in the parish(es) served by the school
3. Catholic (see Note 3) children living outside the parish(es) served by the school
4. Other looked after or previously looked after children (see Note 2).
5. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 4, 5 and 6)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 7)
7. Children of other faiths whose membership is evidenced by a religious leader (see note 8)
8. Any other children not within categories 1-7.

First priority within the Oversubscription Criteria will be given to applications from children who will have siblings (see note 9) attending the school at the proposed time of admission.

Distance Measurement

If any of the above categories are oversubscribed, priority, (after sibling priority), will be given to pupils whose home address is nearest to the academy with distance measurements being supplied by the Local Authority within which the academy is located (see below).

Distance measurement – North Lincolnshire

The distance will be determined by measuring the shortest available route using the public road network from the pupil's home to the main school gate, as determined by the Local Authority. The distance will be measured by using a computerised geographical information system (GIS). Pupils living in flats where the distance measures the same, priority will be given in ascending order of flat number/letter/floor.

Distance measurement – North East Lincolnshire

Distance will be measured by the safest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system.

Tie Breaker

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (eg children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the planned admission number. If however, admission would result in the legal limit of 30 children being exceeded, then the place will be allocated by the drawing of lots supervised by someone independent of the Academy.

Notes (these form part of the oversubscription criteria)

1. An Education, Health and Care Plan (EHCP), is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. 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 s.22(1) of the Children Act 1989) at the time of making an application to a school.

A “previously looked after child” is a child who:

- (a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children’s Act 2002 [see s.46 adoption orders] , or
- (b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child’s special guardian [or special guardians]).

3. ‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

4. ‘Catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

5. ‘Candidate’ means a candidate for reception into the Catholic Church. This will normally be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

6. ‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

7. ‘Children of other Christian denominations’ means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church, and is normally evidenced by a Baptism Certificate , a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.

8. ‘Children of other faiths’ means children who are members of a religious community that does not fall within the definitions 3-7 above. This is normally evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the religious leader of the community.

9. ‘Siblings’ means a child who lives as a brother or sister in the same house, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It

also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.

10. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

11. Home Address: The governors of each school use the same definition as used by the Local Authority within which the school is located.

12. For the purposes of this policy, parish boundaries are as shown on the map available on the school website

East Ravensdale Church of England (voluntary controlled) Primary School Admissions Policy 2019-2020

Our school serves its community by providing an education of the highest quality within the context of Christian belief and practice. It is a school for the whole community whilst it seeks to offer a Christian based education to all children; grounded in the Diocesan vision of "excellence, exploration and encouragement within the love of God". The school values the involvement of all parents in supporting the school's Christian ethos. As a Church of England school, we hold regular Christian collective worship and festivals, both in school and in Church.'

If the number of applications for places at the school is higher than the Published Admission Number (PAN) set for the school, applications will be considered against the criteria set out below. After the admission of children with statements of Special Educational Needs/Education, Health and Care Plan (EHCP) where the school is named in part 4 of the statement/recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. **(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

- Looked after children - children in public care or a child who was previously looked after.
- Living in the catchment area.
- Having brothers or sisters who are already at the school.
- Has attended pre-school from February half-term the year of admission
- The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system. The admissions transfer letter will give you more information or you can contact the Schools Admissions Team for more advice.

The last criteria is also used as a tie-breaker. Whenever two children have the same priority based on any of the higher criteria the child who lives closest to the school will be given the higher priority.

Notes

1. Children who have a statement of special education needs/Education, Health and Care Plan (EHCP) where the school is named in part 4 of the statement/recorded in the plan

These children will have undergone a statutory assessment of their special educational needs. Where a school is named in part 4 of the statement, the school must admit the child.

2. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children

and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

3. Rules for residence

On 31 December of the year before your child is due to go to primary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

4. Rules for siblings

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not. In the case of first admission to school the panel would have to have regard to Infant Class Size legislation.

5. Rules for Pre-school

This refers to children who have attended pre-school, at least three hours a week, before entry into EYFS2

Appeals

If we cannot meet your school preference you can appeal against the decision to an independent appeals panel.

Admission of children outside their normal age group

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

Enquire Learning Trust Admission Policy 2019-2020

(Eastfield Primary, Elliston Primary, Enfield Primary, Humberston Cloverfields, Laceby Acres, Middlethorpe Primary, Springfield Primary, Welholme Primary)

If the number of applications for places at the Academy is greater than the admission number set for that year group, applications will be considered against the criteria set out below. After the admission of children with statements of special educational needs/Education Health Care Plan (EHCP), where the Academy is named in part IV of the statement/recorded in the Plan, we will use the following factors in priority order to decide which students will be given places:

1. Looked after children (children in public care), or previously looked after children.

2. Pupils with brothers or sisters who are already at the Academy
3. Pupils whose main residence is within the catchment area. Parents can view each academy catchment area through their local authority website (details can be found on the Trust website www.enquirelearningtrust.org).
4. Children of staff employed at the Academy.
5. Proximity to the Academy will be measured by the shortest walking distance from the child's front door to the main entrance at school using the Trust electronic measuring system.

Tiebreaker

Random allocation will be used as a tie-break in criterion 5 above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

Attending a nursery or a pre-school does not give any priority within the oversubscription criteria for a place in a school. Parents must make a separate application for the transfer from nursery to a primary or infant school.

Definitions of terms used in the admission arrangements

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.

1. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

2. Rules for Siblings

Included in this factor are stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

Twins and other siblings from a multiple birth In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number, the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. The government's school admissions code makes an exception to the infant class limit in this situation.

3. Rules for Residence

By home we mean 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 any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. 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.

If you have 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.

4. Children of staff at the Academy

Either (a) where the Multi Academy Trust has employed a member of staff for two or more years at the time the application for admission is made.

Or (b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

*A member of staff will be any salaried person employed by the academy.

5. Distance

Distance will be measured by a straight line from the front door of the child's home address (including flats) to the main entrance of the Academy, using the local authorities computerised measuring system, with those living closer to the Academy receiving the higher priority. By home we mean 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 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 both addresses during term time, they can choose which address to use on the application. If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time. For all Tameside Academies distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey. Where oversubscription occurs in applying either criteria 1, 2 or 4, priority will be given to those pupils living nearest the school, measured as a straight line (as above).⁴

Waiting list

For admission into reception the governors will keep a waiting list, which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The Schools Admission Team keeps the list until the end of August preceding entry. After this schools will keep the reserve list until the end of the autumn term, you should contact the school for information about the reserve list. Schools are not required to keep any lists for any other year groups. If you wish your child to join the school at other times you can ask if the governors keep a reserve list. If they do it will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.

Process of application for the normal intake year

Arrangements for applications for places in (YR/Y3) the admissions authority will be made in accordance with the Enquire Learning Trust co-ordinated admission arrangements; Parents must apply through their home local authority. The admission authority will work within the timetable of the relevant Local Authority who will make the offers of places on their behalf as required by the School Admissions Code.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is ‘summer born’ and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- 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; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Governors will consider each case on its merits, taking into account the individual circumstances of the request and the child’s best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would ‘normally’ be a year 1 child for a reception place will be considered alongside applications for reception.

Mid-year admissions

The governors will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system. The PAN for the intake year applies across all cohorts.

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal 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.

The Governors will not refuse a service child a place because the family does not currently live in the area.

Fraudulent or Misleading Applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider 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 other information provided so we can apply the oversubscription criteria accurately and fairly.

Appeals against a decision not to admit a child to the Academy

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Trust will be happy to provide information about this on request.

Humberston Church of England (voluntary controlled) Primary School Admissions Policy 2019-2020

The school was founded to provide education for the children of the parish of Humberston. It is a school for the whole community whilst it seeks to offer a Christian based education to all children; grounded in the Diocesan vision of “excellence, exploration and encouragement within the love of God”. The school values the involvement of all parents in supporting the school’s Christian ethos. As

a Church of England school, we hold regular Christian collective worship and festivals, both in school and in Church.'

If the number of applications for places at the school is higher than the Published Admission Number (PAN) set for the school, applications will be considered against the criteria set out below. After the admission of children with statements of Special Educational Needs/ education, health and care plan (EHCP) where the school is named in part 4 of the statement/recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. **(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

- Looked after children - children in public care. or a child who was previously looked after
- Living in the catchment area.
- Having brothers or sisters who are already at the school.
- The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system. The admissions transfer letter will give you more information or you can contact the Schools Admissions Team for more advice.

The last criteria is also used as a tie-breaker. Whenever two children have the same priority based on any of the higher criteria the child who lives closest to the school will be given the higher priority.

Notes

1.Children who have a statement of special education needs/education, health and care plan (EHCP) where the school is named in part 4 of the statement/recorded in the plan.

These children will have undergone a statutory assessment of their special educational needs. Where a school is named in part 4 of the statement/recorded in the plan, the school must admit the child.

2. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

3. Rules for residence

On 31 December of the year before your child is due to go to primary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

4. Rules for siblings

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not. In the case of first admission to school the panel would have to have regard to Infant Class Size legislation.

Appeals

If we cannot meet your school preference you can appeal against the decision to an independent appeals panel.

Admission of children outside their normal age group

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

Lisle Marsden Church of England Primary Academy Admissions Policy 2019-2020

The academy was founded to provide education for children of the parish of St Augustine and St Marys and St James of Great Grimsby. It is an academy for the whole community whilst it seeks to offer a Christian based education to all children; grounded in the Diocesan vision of "excellence, exploration and encouragement within the love of God". The academy values the involvement of all parents in supporting the school's Christian ethos. As a Church of England academy, we hold regular Christian collective worship and festivals, both in school and in Church. The governing body wishes to preserve the religious character of the academy, and therefore has taken this into account in determining the criteria for the allocation of places.

The academy is attended by children from 4+ to 11. Children are normally admitted in the September after their fourth birthday. All children will be considered for entry on an equal basis but in order to keep the school roll down to the numbers for which accommodation is available, it is necessary to have an annual admission number and a policy, of priorities. After the admission of pupils with statements of Special Educational Needs/Education, Health and Care Plan (EHCP) where the school is named on the statement/recorded in the plan, we will use the following factors, in priority order, to decide which pupils will be given places. ***(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)***

For each cohort of admission these priorities are:

- Looked after Children (children in public care) or a child who was previous looked after. The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

- Up to 10 places are reserved for the children of parents who are regular worshippers at a member church of 'Churches together in Britain and Ireland'. Up to five of these will be the children of members of Anglican Churches. (Parents are asked to supply to the School the name and address of the Priest or Minister from whom a reference should be sought.)
- Children living in the catchment area.
- Children who will have a brother or sister in the academy at the time of the proposed admission. (This criteria refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address)
- Four places are reserved for the children of parents who are practising members of a faith other than Christianity. (A supporting letter from the appropriate religious leader is required)
- Others – any remaining places will be allocated according to the nearest distance of residence from the academy, along the public highway.

(Distance will be measured (by the shortest walking route) from the front door of the child's home address (including flats) to the main entrance of the academy, using the Local Authority's computerised measuring system, with those living closer to the academy receiving the higher priority.)

Places at the academy will be allocated, and applicants informed of the outcome, before the end of the spring term proceeding the September for which admission is sought. If applications for first admission to primary school exceed the number of places available, the admissions criteria will be strictly applied.

In the case of older children who apply to join the academy, admission will be on the basis of a place being available in the relevant class and age group. If there are more applicants than places available, the above criteria will apply.

Parents have a legal right to appeal against a decision not to admit a child to the academy. The Head Teacher will be happy to provide information about this on request. Appeals should be addressed to the Clerk of Independent Appeals Panels, Law and Democratic Services, Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire DN31 1HU.

Admission of children outside their normal age group

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

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Ormiston South Parade Admissions Policy 2019-2020

The academy admits pupils between the ages of 2 and 11 years. The main intakes are:

Early years comprising of Pre-school (2-3 years) and Foundation 1 (3-4 years), Foundation 2 (4-5 years)

Primary comprising of Key Stage 1 and 2 (5-11 years)

We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry throughout the academic year, providing places are available.

2.1 Definitions

The academy uses the following definitions when applying this policy:

Distance

This is the safest walking distance between the academy main gate and the child's home address (front door). The distance will be measured using the NELC computerised measuring system.

Where there are two dwellings with the same front entrance, the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

Dual address

Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

Catchment area

Please refer to North East Lincolnshire School Admission Arrangements 2019-20.

Siblings

A sibling is defined as:

A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household

A step brother or sister where the two children are related by a parent's marriage

An adopted or foster child living in the same household under the terms of the residents order

Another child living in the same household where the adult has parental responsibility

In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

2.2 Eligibility criteria

In line with The Schools Admissions Code 2014 ("the Code") Ormiston South Parade Academy will respond to applications for children coming from overseas in accordance with European Union law or

Home Office rules for non-European Economic Area nationals. Ormiston South Parade Academy will not refuse a school place simply because of doubts about the child's immigration status.

2.3 Waiting list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

The academy will maintain a waiting list until 31 December following the main academy intake. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

Waiting lists for Pre-School (2-3 years) and Foundation 1 (3-4 years) are ongoing, there is no cut off point in which the list will cease. As soon as a place becomes available, the next person on the list is offered the place.

2.4 Withdrawal of a place

The academy will only withdraw an offer of a place if:

The place was offered in error

Acceptance of the place was not received in a reasonable period of time

The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

The academy will not withdraw the place if the pupil has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.5 Determining arrangements and consultation

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

The academy will consult on admissions arrangements when changes to the academy's arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation then these will be sent to OAT. Any subsequent changes to be made will be in consultation with OAT.

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, the academy Principal. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the pupil's:

- Academic ability
- Social and emotional development
- Views of the parents and Principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the pupil would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

2.7 Complaints about admissions arrangements

Any person, or body, can make an objection to the Schools Adjudicator if they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

Complaints about the appeals panel can be made to the Secretary of State.

3. Primary admissions

The process detailed in this section is for admissions for primary admissions. For further information on this process please contact the Academy Admissions Officer, telephone number 01472 231659.

Number of spaces (PAN)

The academy has an agreed admission number of 75 per year. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the academic year) will not contain more than 30 pupils with a single teacher unless they are admitted under limited exceptional circumstances as detailed in the admissions code.

Application process

To apply you need to complete the Local Authority's (LA) common application form (CAF) and submit this directly to the LA by the January deadline. The CAF and all guidelines can be found on the North East Lincolnshire website (link below)

www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place/

All offers of primary places will be made through the local authority (LA). The academy will not contact parents about the outcome of their application until the offer from the Local Authority has been received. All offers will be made on the primary national offer day in April.

In accordance with the requirements of the School Admissions Code, if your child has been offered a place: -

- (a) Your child is entitled to a full time place in the September following their fourth birthday;
- (b) You may defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the place was offered (with the exception of Summer born children);
- (c) If you wish, your child may attend part time until later in the school year but not beyond the point at which your child reaches compulsory school age.

Summer born children, which are those born between 1st April and 31st August may have their place deferred entirely to the following academic year. If you wish you may request that your child is admitted to reception, rather than Year 1, but such a request will be an application for admission out of normal age group. In that situation you **must** note the following:

- (i) **You must make an application for admission to the academy for September 2019 entry but make it clear on the application form that you wish your child to enter the reception class in September 2020.**
- (ii) Discussions with the academy are strongly recommended prior to making a decision to decline entry for an entire year **and** to be admitted to reception in September 2020. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
- (iii) If the request is agreed the September 2019 allocation will be withdrawn and **a fresh application will need to be made for September 2020 entry which will be processed as a fresh application along with all other applications and in accordance with the academy's admission arrangements.** PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted in September 2020 as there is no guarantee of a school place.
- (iv) If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

By law, children must start statutory full time education at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory age, parents may defer their child's entry until later in the academic year.

Children born between 1 September and the end of February may start full-time no earlier than the beginning of the autumn term before their fifth birthday.

Children born between 1 March and 31 August, may start part-time (mornings only) no earlier than the beginning of the autumn term before their fifth birthday and full-time at the beginning of the spring term before their fifth birthday.

Our admissions policy allows children to start at the academy earlier than the law requires. However, the law also allows parents to ask for their child to be admitted but lets them delay the start date until later in the academic year. All children must start at the academy by the beginning of the term following their fifth birthday and the place must be taken up by the start of the summer term. If a request is made to defer the entry date for a child then the entry the place will be held and will not be offered to another child.

Admission criteria

If the number of applications is less than the number of places then all children will be offered places.

Oversubscription criteria

If the academy is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the academy is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).
2. Children with a sibling attending the academy at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
3. Living in the catchment area as defined by the Local Authority
4. Distance; those living nearest to the academy, the distance measured is the shortest available safe route for pedestrians.
5. If the academy still has an over-subscription a further tie breaker would be used, a random ballot will be held which would be supervised by an independent person.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance with the local authority's Fair Access Protocol. In-year admission forms can be obtained from NELC.

Pupils included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a pupil has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the pupil's admission.

If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

Unsuccessful applications

The academy will inform the child's parent if a decision has been made to refuse their child a place, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

A timetable for organising and hearing appeals will be set and published on the academy's website by 28 February each year for the normal admissions round. The academy will inform OAT of any admissions appeals.

Parents have a right to appeal against the academy's decision to refuse admission. Appeals must be lodged within 20 academy days from the date notified of an unsuccessful application and set out in writing the grounds for appeal. Any appeals submitted after the appropriate deadline will still be heard, this will be in accordance with the timescale set out in the published timetable.

Members of the panel will not have a vested interest in the outcome of the appeal or have prior involvement in earlier stages of the proceedings. The composition of the panel will not include any person that is disqualified under the School Admissions (Appeal Arrangements) (England) Regulations 2012.

The following deadlines will apply:

Appeals will be heard within 40 academy days from the deadline for lodging appeals or within 30 academy days of the appeal being lodged

In-year admissions appeals will be heard within 30 academy days of the appeal being lodged

The panel (by majority) will decide whether to uphold or dismiss the appeal. Where an applicant fails / is unable to attend and it is impractical to offer an alternative date, the appeal may go ahead and be decided on the written information submitted. If a panel upholds the appeal the academy is required to admit the child. All parties will be informed of the appeal outcome within five academy days of the hearing.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy

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Pilgrim Academy Admission Policy 2019-2020

As a constituent academy within the Multi-Academy Trust, Pilgrim insists on the highest standards of behaviour and diligence. Governors expect full compliance with the dress code.

The Governors welcome applications from parents who fully subscribe to our ethos and are prepared to support us in our drive for ever improving standards.

Pilgrim, as a non-selective and inclusive Academy, welcomes children regardless of their aptitude or ability. The Board of the Multi Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Board remains responsible for any appeals.

If the number of applications for places at the Academy is greater than the admission number set for that year group, applications will be considered against the criteria set out below. After the admission of children with statements of special educational needs/education, health and care plan (EHCP), where the Academy is named in part IV of the statement/recorded in the Plan, we will use the following factors in priority order to decide which students will be given places:

- 1 Looked after children (children in public care), or previously looked after children.

- 2 Pupils with brothers or sisters who are already or have been at the Academy
- 3 Pupils whose main residence is within the catchment area.
- 4 Attending Pilgrim Academy Nursery school which is a member of Tollbar Multi Academy Trust
- 5 Children of staff employed by Pilgrim Academy.
- 6 Proximity to the Academy.

Criterion 6 may be used as a tie-breaker.

Definitions of terms used in the admission arrangements

Notes: Children who have a statement of special education needs where the Academy is named in Part IV of the statement/recorded in the education, health and care plan (EHCP)

These children will have undergone a statutory assessment of their special educational needs. Where a school is named in the statement/recorded in the EHCP, the academy must admit the child.

1. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

2. Rules for Siblings

Included in this factor are biological siblings, stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

Twins and other siblings from a multiple birth

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children.

3. Rules for Residence

By home we mean 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 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 both addresses during term time, they can choose which address to use on the application. If the parents cannot agree on the address to be used we will use the address where child benefit is paid.

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

We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

4. Rules for Nursery School

A child must be attending the Pilgrim Nursery at the time of application which is a member of the Multi Academy Trust.

5. Children of staff at the Academy

Either (a) where a member of staff has been employed by the Pilgrim Academy for two or more years at the time the application for admission is made.

Or (b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Distance

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the Academy, using the Local Authority's computerised measuring system, with those living closer to the Academy receiving the higher priority.

By home we mean 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 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 both addresses during term time, they can choose which address to use on the application.

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

In the event of more than one child living the exact same straight line distance then each child will be admitted.

Children of UK Service Personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad we have adopted the following arrangements. For late co-ordinated 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 school's 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.

Appeals against a decision not to admit a child to the Academy

Appeals Timetable

- Appellants have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
- Appellants receive at least 10 school days' notice of their appeal hearing;
- Appeal decision letters are sent within five school days of the hearing wherever possible.

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request

Admission of children outside their normal age group

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside their normal age group, the admissions authority will decide on the basis of the circumstances provided.

Parents wishing to make this request should contact the Multi Academy Trust on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

This may include taking 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 Principal.

Waiting Lists

The Academy will operate a waiting list for at least the first term of the academic year of admission. Children's position on a waiting list will be determined solely in accordance with the published oversubscription criteria.

Where places become vacant they will be allocated 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.

Fair Access Protocol

The Government has stated that all Local Authorities must have a Fair Access agreement that allows unplaced children, especially the most vulnerable, to be offered a place at a suitable school as quickly as possible.

Fraudulent or Misleading Applications

As an admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to withdraw the offer of a place if it is found there is evidence that parents have made a fraudulent claim or provided misleading information such as a false address.

The Trust reserves the right to check any information provided so that it can apply the oversubscription criteria accurately and fairly.

Reynolds Academy Admission Policy 2019-2020

As a constituent academy within the Multi-Academy Trust, Reynolds insists on the highest standards of behaviour and diligence. Governors expect full compliance with the dress code.

The Governors welcome applications from parents who fully subscribe to our ethos and are prepared to support us in our drive for ever improving standards.

Reynolds, as a non-selective and inclusive Academy, welcomes children regardless of their aptitude or ability. The Board of the Multi Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Board remains responsible for any appeals.

If the number of applications for places at the Academy is greater than the admission number set for that year group, applications will be considered against the criteria set out below. After the admission of children with statements of special educational needs/education, health and care plan (EHCP), where the Academy is named in part IV of the statement/recorded in the Plan, we will use the following factors in priority order to decide which students will be given places:

- 1 Looked after children (children in public care), or previously looked after children.
- 2 Pupils with brothers or sisters who are already or have been at the Academy
- 3 Pupils whose main residence is within the catchment area.
- 4 Attending Reynolds Academy Nursery school which is a member of Tollbar Multi Academy Trust
- 5 Children of staff employed by the Multi Academy Trust.
- 6 Proximity to the Academy.

Criterion 6 may be used as a tie-breaker.

Definitions of terms used in the admission arrangements

Notes: Children who have a statement of special education needs where the Academy is named in Part IV of the statement/recorded in the education, health and care plan (EHCP)

These children will have undergone a statutory assessment of their special educational needs. Where a school is named in the statement/recorded in the EHCP, the academy must admit the child.

1. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

2. Rules for Siblings

Included in this factor are biological siblings, stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

Twins and other siblings from a multiple birth

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children.

3. Rules for Residence

By home we mean 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 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 both addresses during term time, they can choose which address to use on the application. If the parents cannot agree on the address to be used we will use the address where child benefit is paid.

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

We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

4. Rules for Nursery School

A child must be attending the Reynolds Nursery at the time of application or another nursery which is a member of the Multi Academy Trust.

5. Children of staff at the Academy

Either (a) where a member of staff has been employed by the Multi Academy Trust for two or more years at the time the application for admission is made.

Or (b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Distance

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the Academy, using the Local Authority's computerised measuring system, with those living closer to the Academy receiving the higher priority.

By home we mean 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 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 both addresses during term time, they can choose which address to use on the application.

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

In the event of more than one child living the exact same straight line distance then each child will be admitted.

Children of UK Service Personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad we have adopted the following arrangements. For late co-ordinated 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 school's 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.

Appeals against a decision not to admit a child to the Academy

Appeals Timetable

- Appellants have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
- Appellants receive at least 10 school days' notice of their appeal hearing;
- Appeal decision letters are sent within five school days of the hearing wherever possible.

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request

Admission of children outside their normal age group

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside their normal age group, the admissions authority will decide on the basis of the circumstances provided.

Parents wishing to make this request should contact the Multi Academy Trust on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

This may include taking 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 Principal.

Waiting Lists

The Academy will operate a waiting list for at least the first term of the academic year of admission. Children's position on a waiting list will be determined solely in accordance with the published oversubscription criteria. Where places become vacant they will be allocated 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.

Fair Access Protocol

The Government has stated that all Local Authorities must have a Fair Access agreement that allows unplaced children, especially the most vulnerable, to be offered a place at a suitable school as quickly as possible.

Fraudulent or Misleading Applications

As an admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to withdraw the offer of a place if it is found there is evidence that parents have made a fraudulent claim or provided misleading information such as a false address.

The Trust reserves the right to check any information provided so that it can apply the oversubscription criteria accurately and fairly

Scartho Junior Academy Admissions Policy 2019-2020

The Academy Ethos

Scartho Junior Academy aim to ensure that all children finish every day eager to return, having engaged in learning and made progress through activities which are well matched, stimulating and 'develop a lifelong love of learning'. We expect the very best behaviour and work ethic from students and full compliance with the Academy uniform policy to instil pride in themselves and the Academy. Pupils are expected to have consideration for others, be polite and courteous and pursue the goal of maximising their potential.

The governing body welcomes children regardless of aptitude or ability.

We will always give priority to those who have actually applied for a place over those who fulfil any of the criteria but have not actually applied.

If the number of applications for places at the academy is higher than the admission number set for that year group, we will use the following factors, in priority order, to decide which students will be given places. **After the admission of pupils with statements of special educational needs/education, health and care plan (EHCP) where Scartho Junior Academy is named in Part 4 of the statement/recorded in the plan, we will use the following factors, in priority order, to decide which pupils will be given places.**

1. Looked after children (children in public care) or a child who was previously looked after.
2. Children who, at the time of application, are on roll in Year 2 at Scartho Infants School
3. Having brothers or sisters who are already at the academy when your child is due to start there.
4. Living in the catchment area.
5. Geographical. We will give priority to those living nearest to the Academy (if there is more than one route, the distance measured is the **shortest available safe route for pedestrians**), from the front door of the child's home address (including flats) to the main entrance of the academy, using the local authority's computerised measuring system.

Criteria 5 is also used as a tie-breaker. Whenever two people have the same priority based on criteria 3 or 4 then the child who lives closest to the academy will be given the higher priority.

Notes

Children who have a statement of special education needs/education, health and care plan (EHCP) where the school is named in part 4 of the statement/recorded in the plan.

These children will have undergone a statutory assessment of their special educational needs. Where a school is named in the statement/recorded in the plan the school must admit the child.

Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

Children on roll at Scartho Infants School

These pupils must be on roll at Scartho Infants School at the time of applying for a place in Scartho Academy, in line with the Local Authority's Scheme for transferring from infant to junior school.

Rules for Siblings

Included in this factor are stepbrothers and sisters and half-brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the academy at the expected time of admission. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and other(s) is/are not. In the case of first admission to school the panel would have to have regard to Infant Class Size Legislation.

Rules for Residence

On 31 December of the year before your child is due to start at the academy, your child must be living in the academy's catchment area. If you move to the academy's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

Geographical

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Admission of children outside their normal age group

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

Appeals against a decision not to admit a child to the academy

Parents have a legal right to appeal against a decision not to admit a child to the academy. The academy will be happy to provide information about this on request.

SIGNHILLS INFANT ACADEMY ADMISSION POLICY 2019-2020

The Governors welcome applications from parents who fully subscribe to our ethos and are prepared to support us in our drive for ever improving provision and outcomes for our children.

The following groups of children must be admitted

- I. Pupils with statements of Special Educational Needs/education, health and care plan (EHCP) where Signhills Infant Academy is named in Part 4 of the statement/recorded in the plan
- II. Looked after children and previously looked after children

Where there are more applications for places than places available, the following criteria for admission will be applied in the order set out below:

- I. Pupils with siblings who are currently at Signhills Infant Academy or Signhills Academy.
- II. Children of staff employed at either Signhills Infant Academy or Signhills Academy.
- III. Pupils whose main residence is within the catchment area.
- IV. Proximity to the Academy.

Criterion IV may be used as a tie-breaker.

Appeals against a decision not to admit a child to the school

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

Admission of children outside their normal age group

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e.

children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

SIGNHILLS ACADEMY (JUNIOR) ADMISSION POLICY 2019-2020

The Governors welcome applications from parents who fully subscribe to our ethos and are prepared to support us in our drive for ever improving provision and outcomes for our children.

The following groups of children must be admitted

- I. Pupils with statements of Special Educational Needs/education, health and care plan (EHCP) where Signhills Academy is named in Part 4 of the statement/recorded in the plan
- II. Looked after children and previously looked after children

Where there are more applications for places than places available, the following criteria for admission will be applied in the order set out below:

- I. Pupils transferring from Signhills Infant Academy
- II. Pupils with siblings who are currently at Signhills Infant Academy or Signhills Academy
- III. Children of staff employed at either Signhills Infant Academy or Signhills Academy.
- IV. Pupils whose main residence is within the catchment area.
- V. Proximity to the Academy.

Criterion V may be used as a tie-breaker.

Appeals against a decision not to admit a child to the school

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

Admission of children outside their normal age group

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary

School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

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Stallingborough Church of England (voluntary controlled) Primary School

Admissions Policy 2019-2020

The school was founded to provide education for children of the parish of Stallingborough. It is a school for the whole community whilst it seeks to offer a Christian based education to all children; grounded in the Diocesan vision of “excellence, exploration and encouragement within the love of God”. The school values the involvement of all parents in supporting the school’s Christian ethos. As a Church of England school, we hold regular Christian collective worship and festivals, both in school and in Church.’

If the number of applications for places at the school is higher than the Published Admission Number (PAN) set for the school, applications will be considered against the criteria set out below. After the admission of children with statements of Special Educational Needs/Education, Health and Care Plan (EHCP) where the school is named in part 4 of the statement/recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. **(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

- Looked after children - children in public care or a child who was previously looked after.
- Living in the catchment area.
- Having brothers or sisters who are already at the school.
- The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child’s home address (including flats) to the main entrance of the school, using the local authority’s computerised measuring system. The admissions transfer letter will give you more information or you can contact the Schools Admissions Team for more advice.

The last criteria is also used as a tie-breaker. Whenever two children have the same priority based on any of the higher criteria the child who lives closest to the school will be given the higher priority.

Notes

1. Children who have a statement of special education needs/Education, Health and Care Plan (EHCP) where the school is named in part 4 of the statement/recorded in the plan

These children will have undergone a statutory assessment of their special educational needs. Where a school is named in part 4 of the statement, the school must admit the child.

2. Looked after children

The definition of a ‘looked after child’ is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children’s

Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

3. Rules for residence

On 31 December of the year before your child is due to go to primary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

4. Rules for siblings

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not. In the case of first admission to school the panel would have to have regard to Infant Class Size legislation.

Appeals

If we cannot meet your school preference you can appeal against the decision to an independent appeals panel.

Admission of children outside their normal age group

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

Appendix 4

Admission Policies for Secondary Academies who follow their own policy

Name of School/Academy	Admission Policy
Beacon Academy	Page 73
Cleethorpes Academy	Page 76
Havelock Academy	Page 79
Healing School – A Science Academy	Page 84
Humberston Academy	Page 86

Oasis Academy Immingham	Page 88
Oasis Academy Wintringham	Page 94
Ormiston Maritime Academy	Page 96
Tollbar Academy	Page 100

Beacon Academy Admission Policy 2019-2020

Beacon Academy is committed to serving the local community, as defined by the designated catchment area of the former Holy Family Catholic Academy and St Andrew's College; **Applications for places are welcomed from all parents and carers, regardless of faith or background.**

Beacon Academy serves families of Cleethorpes, Grimsby and surrounding areas.

The Governing Body are the Admission Authority for Beacon Academy and places can only be offered by the Governing Body. North East Lincolnshire Local Authority co-ordinates the admissions process on behalf of the Governing Body.

ARRANGEMENTS FOR ADMISSION 2019 - 2020

Details of arrangements for admission can be found by visiting www.nelincs.gov.uk
The closing date for applications will be 31st October 2018. The National Offer Day will be 1st March 2019.

YOUR APPLICATION - DOCUMENTS REQUIRED

Common Application Form: All applications for transfer from primary school to secondary school must be made on the Local Authority's Common Application Form.

YOUR APPLICATION – HOW PLACES ARE ALLOCATED

Once received by the Local Authority, details of all applicants are passed to the Governing Body. Using the information on the Common Application, the Local Authority then allocates places on behalf of the Governing Body up to the published admission number. Where places cannot be allocated at the first preference school, they are allocated at the next preferred school that has places.

APPLICATION FOR TWINS AND MULTIPLE BIRTH CHILDREN

Where a place available is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets etc even if this means exceeding the published admission number.

FRAUDULENT INFORMATION

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

ADMISSION OUTSIDE OF NORMAL AGE GROUP

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

The academy anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances. However should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group but you should also submit a request for admission out of the normal age group at the same time and follow the procedure set out by your home local authority.

A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the academy.

The academy is not required to honour a decision made by another admission authority on admission out of the normal age group.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

LATE APPLICATIONS

Applications must be submitted by the 31 October 2018. Where a parent/carer submits a late application, and the lateness has been unavoidable in the opinion of the admissions authority (e.g. move into the area), we will be willing to consider such applications up to 31 December 2018. Applications received after the 31 December 2018, or without a good reason for not meeting the deadline, will be dealt with in accordance with the following procedure:

(1) Those who have completed the Common Application Form (CAF) by the closing date will be allocated places first. If places are still available at the Academy, late applications will be offered a place. However, if all places have been taken the application will be refused and the parent/carer offered the right to appeal.

(2) Any applications received after the closing date will be considered after those received by the closing date. You are therefore encouraged to ensure that your application is received on time.

WAITING LISTS

Parents whose children have not been offered a place in the normal admissions round will be informed of their right of appeal and will be added to the academy's waiting list. Waiting lists for admission will remain open until the end of the Autumn Term in the admission year. The academy may maintain waiting lists after this date. Please contact the academy for further details.

Waiting lists are ranked in the same order as the oversubscription criteria listed below. Waiting lists may change. This means that a child's waiting list position during the year could go up or down. Any late applications will be added to the list in accordance with the order of priority for allocating places. Inclusion on the academy's waiting list does not mean that a place will eventually become available.

APPEALS

Following allocations, parents/carers may appeal if they are not allocated a place for their child at Beacon Academy. Information on how to appeal will be included in the allocation letter and must be made in writing. Appeals forms can be requested from North East Lincolnshire's Legal Services who administer the appeals on behalf of the academy. Appeals should be received no later than 20 school days after allocation day or, the case of 'In Year' applications, 20 working days after the date of the refusal letter.

IN YEAR APPLICATIONS

Application Forms can be obtained from the Local Authority or from the Academy. If the respective year group total is below the Published Admission Number for that year group, the child will be offered a place. If the respective year group total is full, the child may be offered a place if the Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

The academy may maintain a waiting list for in year applications. Details will be provided on request. Inclusion on the academy's waiting list does not mean that a place will eventually become available.

In all cases, the Headteacher reserves the right to refuse a place in the following circumstances:

- The admission will prejudice the efficient use of resources
- The admission will prejudice the efficient education provision to students already in the academy.

All places offered are subject to the child starting at school within seven days of the starting date stated within the offer letter. Any place not taken up within seven days may be withdrawn and offered to another child. Governors reserve the right to extend the timescale of an offer if they consider there to be exceptional circumstances at the time.

If your child is not allocated a place, you have a statutory right to appeal (see 'Appeals' above). Your appeal should be lodged within 20 school days after the date of your refusal letter.

OVERSUBSCRIPTION CRITERIA

Children with an **Educational Health and Care Plan (EHCP) or a statement of Special Educational Needs** where the academy is named in Part 4 of the statement or recorded to in the plan, will be admitted first.

If undersubscribed the Academy will offer a place to all applicants.

However, in the event that the number of applications for places at the Academy is higher than the Published Admission Number (PAN) of 100 applications will be considered against the criteria set out below. We will use the following factors, in priority order, to decide which children will be offered places.

Therefore, after the admission of children with a **Statement of Special Educational Needs or an EHCP** which names the Academy, the following factors will be used to decide which children will be given places.

1. Looked After Children (children in public care) or a child who was previously looked after.
2. Living in the catchment area.
3. Having brothers or sisters who are already at the academy when your child is due to start there.
4. The last factor is geographical. We will give priority to those living nearest to the academy (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the academy, using the local authority's computerised measuring system. If you would like more information or have any specific queries in relation to this, you can contact the Schools Admission Team. In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the published admission number.

DEFINITIONS

Note 1 - Definition of Siblings

The governors use the same definition as that used by the Local Authority. See "Your New School – A Guide for Parents".

Note 2 - Definition of looked after children or previously looked after children

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 s.22(1) of the Children Act 1989) at the time of making an application to a school.*

A "previously looked after child" is a child who:

- (a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children's Act 2002 [see s.46 adoption orders] , or*
- (b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or*
- (c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian [or special guardians]).*

Note 3 - Place of Residence

The governors use the same definition as that used by the Local Authority. See "Your New School – A Guide for Parents" available via the Local Authority website www.nelincs.gov.uk

Note 4 – Parents / Carers

The governors use the same definition as that used by the Local Authority. See "Your New School – A Guide for Parents" available via the Local Authority website www.nelincs.gov.uk

Cleethorpes Academy Admission Policy 2019-2020

The planned admission number (PAN) for 2019-2020 is; 180

As a constituent academy within the Multi-Academy Trust, Cleethorpes insists on the highest standards of behaviour and diligence. Governors expect full compliance with the dress code.

The Governors welcome applications from parents who fully subscribe to our ethos and are prepared to support us in our drive for ever improving standards.

Cleethorpes, as a non-selective and inclusive Academy, welcomes children regardless of their aptitude or ability. The Board of the Multi Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Board remains responsible for any appeals.

If the number of applications for places at the Academy is greater than the admission number set for that year group, applications will be considered against the criteria set out below. After the admission of children with statements of special educational needs/education, health and care Plan (EHCP), where the Academy is named in part IV of the statement/recorded in the Plan, we will use the following factors, in priority order, to decide which students will be given places:

- 1 Looked after children (children in public care), or previously looked after children.
- 2 Pupils with brothers or sisters who are already at the Academy
- 3 Pupils whose main residence is within the catchment area.
- 4 Attending Reynolds Academy: a primary academy which is a member of Tollbar Multi Academy Trust
- 5 Children of staff employed by Cleethorpes Academy.
- 6 Proximity to the Academy.

Criterion 6 may be used as a tie-breaker.

Definitions of terms used in the admission arrangements

Notes: Children who have a statement of special education needs where the academy is named in Part IV of the statement/recorded in the education health care plan (EHCP)

Those children will have undergone a statutory assessment of their special educational needs. Where an academy is named in the statement/recorded in the EHCP, the academy must admit the child.

1. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

2. Rules for Siblings

Included in this factor are biological siblings, stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

Twins and other siblings from a multiple birth

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children.

3. Rules for Residence

By home we mean 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 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 both addresses during term time, they can choose which address to use on the application.

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

We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

4. Rules for Primary School

A child must be attending Reynolds Academy at the time of application.

5. Children of staff at the Academy

Either (a) where a member of staff has been employed by Cleethorpes Academy for two or more years at the time the application for admission is made.

Or (b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Distance

Distance will be measured by the shortest and safest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

By home we mean 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 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 both addresses during term time, they can choose which address to use on the application.

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

In the event of more than one child living the exact same straight line distance then each child will be admitted.

Children of UK Service Personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad we have adopted the following arrangements. For late co-ordinated application and midyear applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The school's 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.

Appeals against a decision not to admit a child to the Academy.

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

Appeals Timetable

- Appellants have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
- Appellants receive at least 10 school days' notice of their appeal hearing;
- Appeal decision letters are sent within five school days of the hearing wherever possible.

Admission of children outside their normal age group

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided.

Parents wishing to make this request should contact the Multi Academy Trust on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

This may include taking 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 Principal.

Waiting Lists

The Academy will operate a waiting list for at least the first term of the academic year of admission. Children's position on a waiting list will be determined solely in accordance with the published oversubscription criteria.

Where places become vacant they will be allocated 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.

Fair Access Protocol

The Government has stated that all Local Authorities must have a Fair Access agreement that allows unplaced children, especially the most vulnerable, to be offered a place at a suitable school as quickly as possible.

Fraudulent or Misleading Applications

As an admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to withdraw the offer of a place if it is found there is evidence that parents have made a fraudulent claim or provided misleading information such as a false address.

The Trust reserves the right to check any information provided so that it can apply the oversubscription criteria accurately and fairly.

Havelock Academy Admission Policy 2019-2020

This policy may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.

The Academy Trust will act in accordance with all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Academy Trust.

Principles

The Academy Trust will participate in the co-ordinated admission arrangements operated by the North East Lincolnshire Local Authority and the local in-year fair access protocol.

The Secretary of State may:

- a) direct the Academy Trust to admit a named pupil to Havelock on application from a local authority. Before doing so the Secretary of State will consult the Academy Trust.
- b) direct the Academy Trust to admit a named pupil to Havelock if the Academy Trust has failed to act in accordance with this policy or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.

The Academy Trust shall ensure that parents and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Academies, Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

The Academy Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy Trust may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

In the preceding paragraphs, ‘relevant children’ means:

- a) in the case of appeals for entry to a sixth form, the child, and;
- b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the Academy.

Procedures

The Academy Trust shall consult the following parties on any changes to the Academy’s proposed admission arrangements for a minimum of eight weeks between 1 October and 31 January in the ‘Determination Year’.

- a) NELC.
- b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation.
- c) Any other governing body for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation.

- d) Affected admission authorities in neighbouring local authority areas.
- e) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;
- f) Community groups which the Academy considers relevant;
- g) Teaching unions if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

As soon as any changes are made to arrangements, or proposed, the consultation cycle must be followed for the next determination year.

The Academy Trust will consider comments made by those consulted in accordance with the rubrics governing consultation above including any requests to amend the proposed admission number, before determining the admission arrangements for the Academy.

The Academy Trust will determine the Academy's admission arrangements annually by 28 February of the Determination Year and notify consultees listed above what has been determined within 14 days of that decision being made.

Where the Academy Trust has determined the Academy's admission arrangements and notified all consultees listed above, if any of those persons or bodies object to the Academy's admission arrangements, including the proposed admission number, they can make representations to the Schools Adjudicator. Any representations must be made by 15 May in the Determination Year.

The Academy Trust shall each Determination Year publish the Havelock's agreed admission arrangements by:

- a) a copy being uploaded to the Academy's website
- b) a copy being uploaded to NELC website

The published admission arrangements will set out:

- a) the name and address of Havelock Academy and contact details;
- b) a summary of the admission policy, including full oversubscription criteria and any arrangements for post-16 admission;
- c) a statement of any religious affiliation if relevant;
- d) Published Admission Number
- e) arrangements for hearing appeals.

Once the Academy's admission arrangements have been determined for a particular year and published, the Academy Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

- a) the Academy Trust has consulted those who are required to be consulted (above) on the proposed variation;
- b) following such consultation, the Academy Trust has applied to the Secretary of State to approve the change setting out:

- i) the proposed change;
 - ii) reasons for wishing to make such a change;
 - iii) any comments or objections to the proposal from those consulted; and
- c) following such application, the Secretary of State has provided his consent to the proposed variation.

The Academy Trust shall following the prior written agreement or direction of the Secretary of State vary the Academy's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time. Any changes to the Academy's admission arrangements brought about through the variation processes described above must be published within the Academy's prospectus and on its website and be communicated within 7 days to those persons who must be consulted above.

Any person or body who considers that the Academy's arrangements are unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.

Records of applications and admissions to the Academy shall be kept by the Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

The Academy Trust has the following agreed admission number for the Academy for the year 2017/2018 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 220 for pupils in Year 7.
- b) Havelock has capacity for 200 students in the sixth form, with 100 places in its L6 (Lower 6th) (Year 12). It will not admit external applicants unless it is undersubscribed by students progressing from Year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the Academy. If a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria below.

Arrangements for applications for places at Havelock will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by NELC. The national closing date for applications in the normal admission round is 31 October.

The Academy Trust will consider all applications for places at Havelock. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at Havelock to all those who have applied.

The Academy Trust will consider all applications for places at Havelock. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at Havelock to all those who have applied.

Admissions to Year 7

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs/education, health and care plan (EHCP) where Havelock Academy is named in Part 4 of the statement/recorded in the plan, the criteria will be applied in the order in which they are set out below:

- a) Looked after children (children in public care) or a child who was previously looked after.

The definition of a 'looked after child' is a person under the age of 18 who is provided with

accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children’s Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

b) admission of pupils whose siblings, including step-siblings resident at the same address, currently attend Havelock and who will continue to do so on the date of admission;

c) admission of pupils on the basis of catchment proximity to Havelock

d). Children currently attending a primary school that is a named feeder school.

Named feeder schools are as set out in the table below.

Havelock Academy	Edward Heneage Primary Academy Fairfield Primary School
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e) admission of pupils on the basis of proximity to Havelock using straight line measurement from the main entrance of the Academy to the main entrance to the child’s home.

Admissions to the L6 (Year 12)

The Academy Trust anticipates that it will not normally have the L6 (Year 12) as a year of entry for external students, other than when it is undersubscribed from its own Form 5 (Year 11).

Havelock’s Published Admissions Number for the L6 (Year 12) is 100.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

TYPE OF COURSE	REQUIREMENTS
A Levels	5 A* - C including English and Maths Minimum GCSE grade B for A level study Minimum GCSE grade A for A level Maths and Physics study
Level 3 BTEC	5 A* - C including English and Maths

These academic entry requirements will be the subject of consultation with those listed above and published in the academy’s prospectus and in the NELC composite admissions prospectus. When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements than the number of post-16 places available and after the admission of pupils with statements of Special Educational Needs where Havelock is named on the statement, the criteria will be applied in the order set out above (see Admissions to Year 7)

Waiting Lists

Where in any year Havelock receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

In Year Admissions

For applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is refused will be offered the right of appeal.

Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in Havelock and the efficient use of resources.

Appeals

There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants. The Academy will be happy to provide information about this on request.

Admission of children outside their normal age group

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Secondary School Admissions Coordinated Scheme i.e. for entry into Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in secondary school and later into a further education placement.

Contact Details

If you require any further advice or assistance, please contact the Academy.

Havelock Academy, Holyoake Road, Grimsby DN32 8JL, Tel 01472 602000

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Healing School – A Science Academy Admission Policy 2019-2020

The Governing Body is the admission authority for Healing School-A Science Academy.

The School Ethos

We expect the highest standards for academic progress, behaviour and dress and maintain the traditional values of discipline, respect for each other and hard work. We ask all parents applying for a place here to respect this ethos and its importance to the school community.

PRIMARY TO SECONDARY ADMISSIONS

1.The admission arrangements for the academic year 2019/20 are available from the School and North East Lincolnshire Council Websites.

2 If the number of applications for places is within the published admission number set for the School, a place will be allocated to everyone who applies.

The planned admission limit (PAN) for 2019/20 is 200

3.If the number of applications for places is higher than the published admission number, applications will be considered against the criteria set out below. The following factors, in priority order, will be used to decide which pupils will be given places. After the admission of children with statements of Special Educational Needs/education, health and care plan (EHCP) where the school is named in part 4 of the statement/recorded in the plan, we will use the following factors, in priority order, to decide which pupils will be given places.

(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)

4.1 Looked after children (children in public care) or a child who was previously looked after.

4.2 Living in the catchment area

4.3 Children of staff

4.4 Having brothers or sisters who are already at the school when your child is due to start there.

4.5 The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system.

Criteria 4.5 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 4.2 for example, then the child who lives closest to the school will be given the higher priority.

Waiting Lists

If the school receives more applications for places than there are places available, a waiting list will operate. The position of children on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.

Notes

Children who have a statement of Special Education Needs/education, health and care plan (EHCP) where the school is named in part 4 of the statement/recorded in the plan.

These children will have undergone a statutory assessment of their special educational needs. Where a school is named in part 4 of the statement/recorded in the plan, the school must admit the child.

1. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

2. Rules for residence (catchment)

On 31 December of the year before your child is due to go to primary/secondary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

3. Rules for children of staff

Included in this factor are children of staff in either or both of the following circumstances:

- where a member of staff has been employed at the school for two or three years at a time at which the application for admission to the school is made, and/or
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Rules for siblings

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not.

Appeals against a decision not to admit a child to the school

Parents have a legal right to appeal against a decision not to admit a child to the school. The school will be happy to provide information about this on request. Appeals should be addressed to the Clerk of Independent Appeals Panels, Healing School-A Science Academy, Low Road, Healing, Grimsby, N.E. Lincs., DN41 7QD.

Admission of children outside their normal age group

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Secondary School Admissions Coordinated Scheme i.e. for entry into Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in secondary school and later into a further education placement.

VISITING ARRANGEMENTS

The school holds an Open Evening for prospective parents/carers and pupils, usually in June. The date for this is widely advertised in the media, and will be available on our website in September. Also in September there will be some opportunities to see the school at work during the day. Please contact the school office for further information.

MONITORING AND REVIEW

The Governing Body will review this policy on an annual basis.

CONTACT DETAILS

If you require any further advice or assistance, please contact the school.

Healing School – A Science Academy, Low Road, Healing, Grimsby, DN41 7QD

Tel: 01472 502400, Fax: 01472 502401

Email: office@healing-school.co.uk, Website: www.healing-school.co.uk

Humberston Academy Admission Policy 2019-2020

Humberston Academy has a Published Admission Number (PAN) of 165 students for entry into year 7. If the number of applications for places at Humberston Academy is higher than the Published Admission Number (PAN), applications will be considered against the criteria set out below. After the admission of children with statements of Special Educational Needs/education, health and care plan (EHCP) where the school is named in part 4 of the statement/recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. (In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)

Oversubscription criteria for admission to Humberston Academy:

1. Looked after children (children in public care) or a child who was previously looked after.
2. Sibling: Having brothers or sisters who are currently at the school when your child is due to start there.
3. Living in the catchment area.
4. Children of Academy employees.
5. Children currently attending a primary school that is a named feeder school.
6. Distance: We will give priority to those living nearest to the school.

Criteria 6 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 3 or 4 for example, then the child who lives closest to the school will be given the higher priority.

Notes

Children who have a statement of special education needs/education, health and care plan (EHCP) where the school is named in part 4 of the statement/recorded in the plan.

These children will have undergone a statutory assessment of their special educational needs. Where Humberston Academy is named in part 4 of the statement/recorded in the plan, we will admit the child.

1. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

2. Rules for siblings

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the Academy will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not. The Academy reserves the right to ask for formal identification of the sibling connection.

3. Rules for residence (catchment)

On 31 December of the year before your child is due to go to secondary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

4. Children of Academy employees:

The Academy will give priority to children of staff in either or both of the following circumstances:

- a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the academy is made and/or;
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

5. Named Feeder Schools:

The named feeder schools for Humberston Academy are as follows:

Humberston Academy	Edward Heneage Primary Academy Fairfield Primary School
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6. Distance (Geographical)

We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system. The admissions transfer letter will give you more information or you can contact the local authority's Schools Admissions Team for more advice.

Oversubscription: Where the Academy (PAN) is oversubscribed the order laid out in the waiting list will apply.

Appeals

If we cannot meet your school preference you can appeal against the decision to an independent appeals panel.

Admission of children outside their normal age group

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Secondary School Admissions Coordinated Scheme i.e. for entry into Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in secondary school and later into a further education placement.

Waiting lists

If your child is refused admission to Humberston Academy, your child's name will be placed on the Academy's waiting list. The Academy's waiting list is based on the published admission criteria and all children are kept on that list in order of the criteria for at least the first term of the academic year.

Fair Access Protocol

North East Lincolnshire Local Authority has a Fair Access Protocol. The Fair Access Protocol ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school or educational provision as quickly as possible. This includes admitting children above the Published Admission Number (PAN) to schools that are already full.

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Oasis Academy Immingham Admission Policy 2019-2020

1 Introduction

1.1 This document sets out the admission arrangements for Oasis Academy Immingham, throughout this document referred to as 'the Academy'. These arrangements are without prejudice to the provisions of Annex B in the Master Funding Agreement (relating to statemented students).

1.2 Any changes to the arrangements set out in this document, with the exception of setting a published admission number higher than the agreed admission number for a specific year, must be approved in advance by the Secretary of State.

1.3 Oasis Academy Immingham is a non-selective school open to students of all religious faiths or those of no faith.

2 School Admissions Code/School Admissions Appeal Code

2.1 The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admissions Appeal Code) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

2.2 Reference in the codes to admission authorities shall be deemed to be references to Oasis Community Learning. References to 'the LA' shall be deemed to be references to the North East Lincolnshire Local Authority. In particular, the Academy will participate in the co-ordinated admission arrangements operated by the LA.

2.3 Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named student to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

3 Admission arrangements approved by the Secretary of State

The admission arrangements for the Academy and, subject to any changes approved by the Secretary of State, for subsequent years are:

3.1 The Academy has an agreed admission number of 180 students. The Academy will accordingly admit at least 180 students in the relevant age group each year if sufficient applications are received.

3.2 The Academy may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 12.2 below. Students will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Admissions procedures

4 Application process

Applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the LA.

4.2 The Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the LA:

- The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required
- June/July - The Academy will provide opportunities for parents/carers to visit the Academy
- October - CAF to be completed and returned to the LA to administer
- November/December - LA sends applications to Academy

- January - Academy sends list of students to be offered places to LA
- February - LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents
- 1st March offers made to parents/carers.

5 Consideration of applications

5.1 The Academy will consider all applications for places. Where fewer than 180 applications are received, the Academy will offer places to all those who have applied.

6 Procedures where the Academy is oversubscribed

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs/education, health and care plans (EHCP) where the Academy is named in Part 4 of the statement/recorded in the plan, we will use the following factors, in priority order, to decide which students will be given places.

1. Looked after children and previously Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

2. Living in the catchment area (The Local Authority's booklet 'Your New School - A Guide for Parents' provides information on the catchment area).

3. Siblings of students who will be attending the Academy and living at the same address on the date when the applicant would be admitted. The term 'sibling' means a full, step, half, adopted or fostered brother or sister, but not cousins. The Academy reserves the right to ask for proof of relationship.

4. Children who live the nearest distance from the Academy. The distance, which determines how close the child lives to the Academy, (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) (is the direct line measurement from the front door of the permanent home address) to the main entrance to the Academy site, using the Local Authority's computerised measuring system. The child's permanent address is where he or she normally lives and sleeps and from where they go to school. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn and the application cancelled.

Please note:

Should there be more applicants from criterion 1 or 2 than places available, then criterion 4 will be used to determine who will be allocated a place.

7 Operation of waiting lists

7.1 Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate for at least one term after the admission date. This will be maintained by the Academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

7.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6.1.

7.3 Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

8 Arrangements for appeals panels

8.1 Parents/carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code on School Admissions Appeals published by the Department for Education (DfE) as it applies to Foundation and Voluntary Aided schools. (Appendix 1)

8.2 The determination of the appeal panel will be made in accordance with the Code of Practice on School Admissions Appeals and is binding on all parties. The Academy should prepare guidance for parents/carers about how the appeals process will work and provide parents/carers with a named contact who can answer any enquiries parents/carers may have about the process.

8.3 Admission of children outside their normal age group

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Secondary School Admissions Coordinated Scheme i.e. for entry into Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in secondary school and later into a further education placement.

9. Arrangements for admitting students to other year groups, including replacing any students who have left the Academy

9.1 Parents may apply directly to the Academy who will then inform the LA that an admission request has been received.

9.2 A designated number of 180 students applies to Year Groups 8 to 11.

9.3 If more applications are received than there are places available, the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal.

10 Arrangements for admission of students as the Academy builds to its full capacity

10.1 The Academy opened on 1st September 2007 with a published admission number relating solely to students in Year 7. The Academy will admit up to 180 students to Year 7 in subsequent years as the school builds up to full capacity.

11 Annual procedures for determining admission arrangements

11.1 The Academy shall consult each year on its proposed admission arrangements if there are any changes to the current arrangements.

11.2 The Academy will consult by 31st January:

- Academy's home LA
- Primary and secondary schools in the area
- Parents/carers in the area
- Affected admission authorities in neighbouring LA areas
- Community groups
- Teaching unions (if admission numbers are rising)
- The sponsor for the Academy (Oasis Community Learning).

11.3 Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 28th February of the relevant year and notify those consulted what has been determined.

12 Publication of admission arrangements

12.1 The Academy will publish its admission arrangements each year once these have been determined, by:

- Details of admission arrangements are published on the Academy and NEL websites
- Copies being made available without charge on request from the Academy

12.2 The published arrangements will set out:

- The name and address of the Academy and contact details
- A summary of the admissions policy, including oversubscription criteria
- A statement of any religious affiliation
- Arrangements for hearing appeals.

13 Representations about admission arrangements

13.1 Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements.

13.2 Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted, and any of those bodies object to the Academy's admission arrangements they can make representations to the school's adjudicator. The school's adjudicator will consider the representation and in so doing will consult the Academy. Where he judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.

13.3 Those consulted have the right to ask the Academy to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed published admissions number. The Secretary of State will consult the Academy and will then determine the published admission number.

13.4 The Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed published admissions number.

14 Proposed changes to admission arrangements by the Academy after arrangements have been published

14.1 Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances.

14.2 In such cases, the Academy must notify those consulted under paragraph 11.2 above of the proposed variation and must then apply to the Secretary of State setting out:

- The proposed changes
- Reasons for wishing to make such changes
- Any comments or objections from those entitled to object.

15 Need to secure Secretary of State's approval for changes to admission arrangements

15.1 The Secretary of State will consider applications from the Academy to change its admission arrangements only when the Academy has notified and consulted on the proposed changes as outlined in 12.2.

15.2 Where the Academy has consulted on proposed changes the Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

15.3 The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.

16 Admission records

16.1 Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

Appendix 1 Admission appeals procedure

Oasis Community Learning Admission Appeals Information

Admission Authority

1 Oasis Community Learning is the Admission Authority for its Academies. Therefore, Oasis Community Learning is required to make arrangements for the hearing of appeals against decisions not to offer a place to a child at the Academy.

Admission Appeals

2 Parents/carers have a right to appeal in the event that their application for a place in an Academy is unsuccessful. Appeals should be lodged with the Clerk to the Appeal Panel within 20 days of the date of the letter notifying that the application was unsuccessful. Appeals inside the normal admission round are normally held in April or May, whilst appeals for admission outside the normal admission round ('in year appeals') will be held within 30 school days of the appeal being lodged.

Late Appeals

3 Where an appeal is submitted after more than 20 days of notification of the decision, the appeal may be held at a later date. In year appeals (i.e. those outside the normal admissions round) will always be held within 30 school days of being lodged.

Appeal Panel

4 Admission appeals are heard by an independent Appeal Panel of three members, established by the LA. At least one member of the Panel is a lay member; that is, someone without personal experience in the management of any school or the provision of education in any school. At least one member has experience in education; that is, someone who is acquainted with educational conditions in the area or who is a parent/carer of a registered student at a school. One member acts as Chair of the Panel.

5 No-one may be a member of the Appeal Panel if they were party to the decision not to admit the child about whom the appeal is concerned, or took part in any discussions about how the decision was reached.

6 Parents/carers should not attempt to discuss matters relating to their appeal with any member of the Appeal Panel prior to the meeting.

The Powers of the Appeal Panel

7 The Appeal Panel's decision is binding on the Admission Authority. If the Panel upholds the appeal presented by the parents/carers, the child must be admitted to the Academy.

8 An Appeal Panel decision can only be overturned by the Courts, where the parents/carers or Admission Authority are successful in applying for Judicial Review of that decision.

9 The Appeal Panel cannot hear complaints or objections on the wider aspects of admission policies and practice. The Appeal Panel cannot change the Academy's admission criteria. The Academy's admission criteria are in section 6 of this policy.

Action prior to the Appeal Panel meeting

10 Parents/carers have the right to attend the Appeal Panel meeting and to present their appeal orally to the Panel. However, in addition, parents/carers may provide their appeal in writing with any supporting evidence to the Clerk of the Appeal Panel prior to the meeting. Written material received seven days before the date of the appeal meeting will be sent to the Appeal Panel members prior to the meeting so that they can study the material in advance.

11 The Academy may also present its representations and evidence to the Clerk at least seven days before the date of the appeal meeting so that they may be read in advance by the Appeal Panel members.

12 Any materials presented by the Academy will be sent in advance to the parents/carers and any materials presented by the parents/carers will be sent in advance to the Academy. The basic

principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

Notice of the Appeal Panel meeting

13 Parents/carers will receive written notice at least 10 days before the date their appeal will be heard unless the parent/carer agrees to a shorter notice period.

Representation

14 Parents/carers are encouraged to attend the Appeal Panel meeting in person and to make oral representations; that is, to clarify or supplement their written appeal. The parent/carer may be accompanied by a friend, adviser or be represented. Parents/carers may also bring an interpreter. In all circumstances where the parents/carers intend to bring along someone else, parents/carers should give advance notice to the Clerk preferably at least 3 working days prior to the meeting of the name of the other person attending and the capacity in which they are attending.

The Appeal Panel meeting

15 The Appeal Panel hearing is in two parts. First, the Academy's Presenting Officer presents the case that to admit any more students would prejudice the provision of efficient education or use of resources. This part of the hearing may involve a number of parents/carers together. The parents/carers are given the opportunity to question the Presenting Officer. Second, the parents/carers are given the opportunity to present to the Appeal Panel individually (without other parents/carers present). The Chair of the Appeal Panel ensures that the stages of the second part of the meeting take the following order:

- a The parents/carers present their case to the Panel.
- b The Presenting Officer is given the opportunity to question the parents/carers.
- c The Presenting Officer sums up the Admission Authority's case.
- d The parents/carers sum up their case.

16 The Appeal Panel members may ask questions at any time if they require clarification of what is being said or if they need information in order to reach a decision.

17 The written decision of the Appeal Panel will normally be sent to the parents/carers by the Clerk within seven days of the meeting.

Non-attendance at the Appeal Panel hearing

18 The Appeals Administrator will inform the parent/carer of the date and time of the Appeal Panel hearing both by letter.

19 If through unforeseeable circumstances, the parents/carers are unable to attend the hearing on the day, they must telephone the Appeals Administrator immediately and give the reason for the non-attendance. The parents/carers will be asked if they want the appeal to go ahead in their absence. If they wish to seek another appointment, the matter will be referred to the Chairman of the Appeal Panel who will decide, based on the parents'/carers' reason for non-attendance, whether to hear the appeal in the absence of the parents/carers or defer consideration to a subsequent hearing.

20 Where parents/carers fail to attend and do not provide a valid reason the Appeal Panel will consider the appeal in the absence of the parents/carers.

Further information

21 Any queries about the appeals process should be made to the Appeals Service:

Legal Services, Resources Directorate, Municipal Offices, Town Hall Square, Grimsby North East Lincolnshire Tel: (01472)324149

All correspondence should be addressed to: Clerk to the Appeal Panel

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Oasis Academy Wintringham Admissions Policy 2019-2020

The Academy's Executive Board (Governing Body) is the admission authority for the Academy. Applications for transition from Year 6 (Primary school) to Year 7 (Secondary school) are coordinated and should be sent via the Local Authority.

The Academy ethos and values

We have high expectations and no excuses with regards to academic progress, behaviour for learning and dress, as well as upholding the PRIDE values of our Academy. We ask all parents applying for a place to respect this ethos, our values, and their importance to individual young people, the Academy and the local community.

Perseverance

A sense of perseverance to keep going for the long haul.

Relationships

A commitment to healthy open relationships.

Inclusion

A passion to include everybody.

Diversity

A desire to treat everyone equally, respecting Diversity.

Everlasting Hope

A deep sense of Everlasting Hope that things can change and be transformed.

Primary to Secondary Admissions

1. If the number of applications for places is within the published admission number set for the Academy, a place will be allocated to everyone who applies.

The published admission number (PAN) for 2019/20 is 200.

2. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs/Education, Health and Care Plan (EHCP) where the Academy is named in Part 4 of the statement/recorded in the plan, we will use the following factors, in priority order, to decide which students will be given places.

(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)

- 1 Looked after children (children in public care) or a child who was previously looked after.
- 2 Living in the catchment area.
- 3 Having brothers or sisters who are already at the school when your child is due to start there.
- 4 Up to 20 places for children attending the Player Development Program part of Grimsby Town Youth Academy.
- 5 Children of staff.
- 6 The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for

pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system.

Criteria 6 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 2 for example, then the child who lives closest to the school will be given the higher priority.

Waiting Lists (entry in to Year 7)

If your child is refused admission to the Academy, your child's name will be placed on the Academy's waiting list. The Academy's waiting list is based on the published admission criteria and all children are kept on the list in order of the criteria for at least the first term of the academic year.

Notes

Children who have a statement of special educational need/education, health and care plan (EHCP) where the school is named in part 4 of the statement. These children will have undergone a statutory assessment of their special educational need(s). Where a school is named in part 4 of the statement/recorded in the plan, the school must admit the child.

1 Looked After Children (LAC)

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), residence order (under Section 8 of the Children Act 1989), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

2 Rules of Residence (Catchment)

On 31 December of the year before your child is due to go to primary/secondary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

3 Rules for Siblings

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not.

4 Rules for children attending the Player Development Program

Confirmation of membership of the Player Development Program is at the discretion of the Head of Youth at Grimsby Town Football Academy.

5 Rules for Children of Staff

Included in this factor are children of staff in either or both of the following circumstances:

- Where a member of staff has been employed at the school for two or three years at a time at which the application for admission to the school is made, and/or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Appeals

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The school will be happy to provide information about this on request.

Fair Access Protocol

The Academy works collaboratively with the Local Authority and their Fair Access Protocol (FAP). The FAP ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school, Academy or educational provision as quickly as possible. This includes admitting children above the Published Admission Number (PAN) to schools/Academies that are already full.

Admission of children outside of the normal year (age) group

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided.

Academy Visits

The Academy holds an annual Open Evening for prospective parents/carers and students. The date for this is widely advertised in the media as well as on the Academy website. If you would like the opportunity to see the Academy at work during the day, please contact the school office for further information.

In Year Admissions

Applications outside the normal admissions round can be made direct to the Academy.

Monitoring & Reviewing

The Academy Council, along with Oasis Community Learning (our sponsor) and the local authority will review this policy on an annual basis.

Contact Details

If you require any further advice or assistance, please contact the Academy.

Oasis Academy Wintringham, Weelsby Avenue, Grimsby, NE Lincs., DN32 0AZ, 01472 871811

Ormiston Maritime Academy Admissions Policy 2019-2020

2 Academy admissions

The academy admits students between the ages of 11-16. The main intake is in Secondary education.

We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

2.1 Definitions

The academy uses the following definitions when applying this policy

2.1.1 Distance

This is the safest walking distance between the academy main gate and the child's home address (front door). The distance will be measured using the NELC computerised measuring system.

Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

2.1.2 Dual address

Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

2.1.3 Catchment area

Admission of pupils on the basis of catchment proximity to Ormiston Maritime Academy will be as defined by NEL Council.

2.1.4 Siblings

A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has parental responsibility

In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

2.2 Eligibility criteria

2.2.1 In line with The Schools Admissions Code 2014 ("the Code") Ormiston Maritime Academy will respond to applications for children from overseas in accordance with European Union law or Home Office rules for non European Economic Area nationals. Ormiston Maritime Academy will not refuse a school place simply because of doubts about the child's immigration status.

2.3 Waiting list

2.3.1 If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

2.3.2 The academy will maintain a waiting list until 31 December following the main academy intake. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

2.4 Withdrawal of a place

2.4.1 The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.5 Determining arrangements and consultation

2.5.1 Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

2.5.2 If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

2.5.3 The academy will consult on admissions arrangements when changes to the academies arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven

years, even if there have been no changes during that period.

2.5.4 We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation then these will be sent to OAT. Any subsequent changes will be made will be in consultation with OAT.

2.5.5 Once our admissions arrangements have been have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 **Admission of children outside their normal age group**

2.6.1 Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, office@omacademy.co.uk. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

2.6.2 The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

Academic ability
Social and emotional development
Views of the parents and principal; and
Any additional relevant information available

2.6.3 The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whist being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

2.6.4 Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

2.7 **Complaints about admissions arrangements**

2.7.1 Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

2.7.2 Complaints about the appeals panel can be made to the Secretary of State.

3 Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact the Compliance Officer at compliance@omacademy.co.uk or telephone 01472 310015.

3.1 Number of spaces (PAN)

The academy has an agreed admission number of 190 per year.

3.2 Application process

Applications for the 2019-20 academic year begins 5 September 2018.

3.2.1 To apply you need to complete the local authority's (LA) common application form (CAF) and submit this directly to the LA by the deadline, 31 October. The CAF form can be obtained from the Access Services, Civic Offices, Knoll Street, Cleethorpes, N E Lincs, DN35 8LN telephone 01472 323316, website www.nelincs.gov.uk. Parents are asked to apply online, or they can request a form from the child's primary school, or from our website or from the local authority.

3.2.2 Late applications will not be considered until all other applications have been reviewed.

3.2.3 All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

3.3 Oversubscription criteria

3.3.1 If the academy receives more applications than there are available places then children with the academy named on an education, health care plan (EHCP) or equivalent will be automatically admitted to the academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

- a) Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).
- b) Having brothers or sisters (siblings) who are already at the school when your child is due to start;
- c) Living in the catchment area, as defined by the local authority;
- d) Children of staff employed at the Academy;
- e) Geographical. The Academy will give priority to those living nearest to the Academy

3.3.2 If the academy still has an oversubscription then a further tie breaker will be used. Criteria 3.3.1e will be used as a tie-breaker whenever two children have the same priority based on any criteria in 3.3.1 a, b, c, d.

3.4 In-year admissions

3.4.1 Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance with the local authorities Fair Access Protocol. In-year admissions forms can be obtained from Ormiston Maritime Academy or from the School Admissions Team tel 01472 326291 (option 4).

3.4.2 Students included in the Fair Access Protocol will take precedence over those held on the waiting list. (Decisions on pupils allocated by Fair Access Panel are made on the day of the panel)

3.4.3 If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

3.5 Unsuccessful applications

3.5.1 The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

3.5.2 A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

4 Contact details

4.1 For further information and information about the appeal process please contact :

Compliance Officer
Ormiston Maritime Academy
Westward Ho, GRIMSBY, North East Lincolnshire. DN34 5AH, Telephone : 01472 310015
E-mail : Compliance@omacademy.co.uk

Tollbar Academy Admissions Policy 2019-2020

The planned admission number (PAN) for 2019-2020 is: 360.

As a constituent academy within the Multi-Academy Trust, Tollbar insists on the highest standards of behaviour and diligence. Governors expect full compliance with the dress code.

The Governors welcome applications from parents who fully subscribe to our ethos and are prepared to support us in our drive for ever improving standards.

Tollbar, as a non-selective and inclusive Academy, welcomes children regardless of their aptitude or ability. The Board of the Multi Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Board remains responsible for any appeals.

If the number of applications for places at the Academy is greater than the admission number set for that year group, applications will be considered against the criteria set out below. After the admission of children with statements of special educational needs/Education Health Care Plan (EHCP), where the Academy is named in part IV of the statement/recorded in the Plan, we will use the following factors, in priority order, to decide which students will be given places:

1. Looked after children (children in public care), or previously looked after children.
2. Pupils with brothers or sisters who are already at the Academy
3. Pupils whose main residence is within the catchment area.
4. Children of staff employed at Tollbar Academy.
5. Proximity to the Academy.

Criterion 5 may be used as a tie-breaker.

Definitions of terms used in the admission arrangements

Notes: Children who have a statement of special education needs where the Academy is named in Part IV of the statement/recorded in the Education Health Care Plan (EHCP)

These children will have undergone a statutory assessment of their special educational needs. Where an academy is named in the statement/recorded in the EHCP, the Academy must admit the child.

1. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with Section 22 of the Children's Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989).

2. Rules for Siblings

Included in this factor are biological siblings, stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

A sibling in Year 11 will be presumed to continue their education in the Sixth Form. It should be noted that there are entry requirements for the Sixth Form.

Twins and other siblings from a multiple birth

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children.

3. Rules for Residence

By home we mean 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 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 both addresses during term time, they can choose which address to use on the application.

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

We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

4. Children of staff at the Academy

Either (a) where a member of staff has been employed by Tollbar Academy for two or more years at the time the application for admission is made.

Or (b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Distance

Distance will be measured by the shortest walking route from the front door of the child's home

address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

By home we mean 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 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 both addresses during term time, they can choose which address to use on the application.

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

In the event of more than one child living the exact same straight line distance then each child will be admitted.

Children of UK Service Personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad we have adopted the following arrangements. For late co-ordinated 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 school's 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.

Appeals against a decision not to admit a child to the Academy

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

Admission of children outside their normal age group

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided.

Parents wishing to make this request should contact the Multi Academy Trust on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

This may include taking 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 Principal.

Waiting Lists

The Academy will operate a waiting list for at least the first term of the academic year of admission. Children's position on a waiting list will be determined solely in accordance with the published oversubscription criteria.

Where places become vacant they will be allocated 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.

Fair Access Protocol

The Government has stated that all Local Authorities must have a Fair Access agreement that allows unplaced children, especially the most vulnerable, to be offered a place at a suitable school as quickly as possible.

Fraudulent or Misleading Applications

As an admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to withdraw the offer of a place if it is found there is evidence that parents have made a fraudulent claim or provided misleading information such as a false address.

The Trust reserves the right to check any information provided so that it can apply the oversubscription criteria accurately and fairly.

Appendix 5

Admissions policies for 6th forms

Havelock Academy – see [Appendix 4](#), Admission Policies for Secondary Academies who follow their own policy

Tollbar Academy Sixth Form College Admissions Policy 2019-2020

Application to Tollbar Sixth Form College will be by published application form located at www.Tollbaracademy.co.uk.

Tollbar Sixth Form College has a published admissions number of 200 students for entry into Year 12. This includes students already studying at Tollbar Academy or Cleethorpes Academy.

Tollbar Sixth Form College delivers a largely academic curriculum that is based around AS Level and A Level. In order for students to be successful on these courses it is important that they achieve academic standards that indicate that these courses would be appropriate for them.

All students must meet the minimum entry requirements for their chosen route.

Individual subjects may be limited in the number of students they are able to accommodate. The College also reserves the right to withdraw a course if there are insufficient numbers of students wishing to take it up.

Admission to the Sixth Form will be determined by the Local Governing Body in accordance with the following criteria in the order set out below.

All students, including those already enrolled at Tollbar or Cleethorpes, must meet the criteria below:

i that the student has attained the specific academic requirements for entry to the courses, which are below;

Course	Minimum Entry Requirement
All courses	<ol style="list-style-type: none"> 1. GCSE English Language or English Literature at Level 5 or above 2. GCSE Maths Level 5 or above 3. Four GCSE's in addition to English and Maths at Level 5 or above
Additional Entry Requirements of individual courses:	
Biology	GCSE Level 7 in Biology or Combined Science Level 7
Chemistry	GCSE Level 7 in Chemistry or Combined Science Level 7
Physics	GCSE Level 7 in Physics or Combined Science Level 7. Students taking Physics must also study A Level Maths.
Maths	GCSE Level 7 in Maths
Art	GCSE Level 6 in Art OR Graphics OR Textiles.
Business	GCSE Level 6 in either Business OR Economics OR Geography OR History
English Literature	GCSE Level 6 in English Language OR English Literature
Economics	GCSE Level 6 in either Business OR Economics OR Geography OR History
French	GCSE Level 6 in French
Geography	GCSE Level 6 Geography
History	GCSE Level 6 in History
ICT – Cyber Security	GCSE Level 6 in either ICT OR Computer Science
Media Studies	GCSE Level 6 in English
Music	GCSE Level 6 in Music OR Grade 5 Music Theory. Students must have at least Grade 6 on their chosen instrument.
PE	<p>GCSE Level 6 in PE. Students who have not studied GCSE PE will need to have a Level 6 in GCSE Science.</p> <p>All students taking PE must be playing competitively in one of the sports on the A Level specification, and must understand that it is their responsibility to provide video evidence of themselves competing in their sport for assessment purposes.</p>
Government and Politics	GCSE Level 6 in History OR Geography OR RE OR English
Psychology	GCSE Level 6 in Science
Philosophy	GCSE Level 6 in either RE OR English OR History
Sociology	GCSE Level 6 in either RE OR English OR History OR Geography
Spanish	GCSE Level 6 in Spanish

ii that there is a suitable course available with a vacancy; group size will be capped at 26 but may vary depending on the nature of the subject and availability of resources.

The deadline for applications is 30 January of the year of admission. Late applicants will be admitted only if space remains in the Sixth Form. They should be aware that spaces may be available on a limited number of courses.

The Governors will allocate places on **oversubscribed criteria**, to those eligible students in the following priority order:

- i Looked After and previously Looked After Children
- ii Students who have attended Tollbar Academy or Cleethorpes Academy which is a member of the Tollbar Multi Academy Trust
- iii Students with brothers or sisters who are already attending Tollbar Academy
- iv Students of staff employed by Tollbar Academy for a minimum of two years
- v Proximity to the Academy

Candidates not offered a place have a right of appeal to the independent appeals panel.

Definitions of terms used in the admission arrangements

Notes: Children who have a statement of special education needs where the Academy is named in Part IV of the statement/recorded in the Education Health Care Plan (EHCP)

These children will have undergone a statutory assessment of their special educational needs. Where a school is named in the statement/recorded in the EHCP, the Academy must admit the child.

1 Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with Section 22 of the Children's Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under a series of short term placements (respite care) are excluded.

2 Rules for Siblings

Included in this factor are biological siblings, stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

Twins and other siblings from a multiple birth

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children.

3 Rules for Residence

By home we mean 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 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 both addresses during term time, they can choose which address to use on the application. If the parents cannot agree on the address to be used we will use the address where the child benefit is paid.

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

We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

4 Rules for attending Cleethorpes Academy

A child must be attending Cleethorpes Academy at the time of application.

5 Children of staff at the Academy

Either (a) where a member of staff has been employed by Tollbar Academy for two or more years at the time the application for admission is made.

Or (b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6 Distance

Distance will be measured by the shortest and safest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

By home we mean 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 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 both addresses during term time, they can choose which address to use on the application.

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

In the event of more than one child living the exact same safest walking distance then each child will be admitted.

Children of UK Service Personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad we have adopted the following arrangements. For late co-ordinated application and midyear applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The school's 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.

Appeals against a decision not to admit a child to the Academy

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

Appeals Timetable

- Appellants have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
- Appellants receive at least 10 school days' notice of their appeal hearing;
- Appeal decision letters are sent within five school days of the hearing wherever possible.

Admission of children outside their normal age group

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided.

Parents wishing to make this request should contact the Multi Academy Trust on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

This may include taking 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 Principal.

Waiting Lists

The Academy will operate a waiting list for at least the first term of the academic year of admission. Children's position on a waiting list will be determined solely in accordance with the published oversubscription criteria.

Where places become vacant they will be allocated 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.

Fair Access Protocol

The Government has stated that all Local Authorities must have a Fair Access agreement that allows unplaced children, especially the most vulnerable, to be offered a place at a suitable school as quickly as possible.

Fraudulent or Misleading Applications

As an admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to withdraw the offer of a place if it is found there is evidence that parents have made a fraudulent claim or provided misleading information such as a false address.

The Trust reserves the right to check any information provided so that it can apply the oversubscription criteria accurately and fairly.

Appendix 6

How to access OfSTED and Performance Table information

This can be accessed in several ways:

1. OfSTED reports and dates of future inspections are available from the following:

- <http://reports.ofsted.gov.uk> (or via www.gov.uk)
- Direct from the school concerned

2. The performance league tables are available from:

- www.gov.uk/schools/performance/

Appendix 7

School Term Dates

Most primary schools and some secondary academies in North East Lincolnshire follow North East Lincolnshire Local Authority Term Dates.

North East Lincolnshire School Term Dates 2019 - 2020

TERM	YEAR	OPEN	CLOSE
1	2019	Wed 4 September	Fri 18 October
2		Mon 28 October	Fri 20 December
Bank Holidays – Wed 25 Dec, Thur 26 December, Wed 1 January 2020			
3	2020	Tue 7 January	Fri 14 February
4		Mon 24 February	Fri 3 April
Bank Holidays – Fri 10 April, Mon 13 April			
5	2020	Tues 21 April	Fri 22 May
Bank Holidays – Mon 4 May, Mon 25 May			
6	2020	Mon 1 June	Tues 21 July

Inset / Teacher Training Days:

2019 Tues 3 September

2020 Mon 6 January, Mon 20 April

2 further Inset / teacher training days will be determined by the individual schools

Please note other academies in North East Lincolnshire may set their own term dates which may not be the same as the ones published above. These will be placed on North East Lincolnshire Council's website as and when received. www.nelincs.gov.uk

Appendix 8

Useful contacts and websites

School Admissions

Services provided:

Information and advice to parents / carers on:

- Admissions to schools
- Admission appeals
- School term dates

Contact:

Home to School Transport

Services provided:

Information and advice to parents / carers relating to home to school transport

- Information on transport eligibility
- Bus passes
- Provisions of transport for children with special educational needs

Contact:

Education Welfare Service

Services provided:

Information to parents on school attendance related issues including:

- Attendance at school
- Sign post support to other agencies
- Advice on child employment
- Advice on child entertainment
- Chaperone licences

Contact:

Special Educational Needs and Review Team

Services provided:

Information and advice to parents on matters relating to the identification and assessment of pupils with special educational needs including:

- Statutory assessment procedures
- Education, health and care plans
- Annual review

Contact:

North East Lincolnshire SENDIASS (formerly Parent Partnership)

Services provided:

An independent service to support parents / carers of children / young people with special educational needs:

- Independent guidance and a listening ear
- Information on special educational needs, such as the assessment process and the SEN Code of Practice
- Help with letter writing and filling in forms
- Home visits
- Support in meetings
- Provide an independent parental supporter (IPS)
- Liaison with schools, the local authority and other agencies

Contact:

Family Information Service

Services provided:

Offers free accurate and impartial advice and guidance about:

- Childminders, Day nurseries or Pre-Schools
- Out of School Clubs
- Activities for Parents and Children
- Leisure Activities
- Youth Groups
- Children's Centres
- Family Support Information
- Working in Childcare
- Working in early years education

Contact:

Helpline: (01472) 326293 (Option 1) Email fis@nelincs.gov.uk

www.nelincs.gov.uk

North East Lincolnshire Council

www.gov.uk

Department for Education

Appendix 9

Details of neighbouring local authorities and Diocesan Centres

North Lincolnshire Council
Children and Young People's Service
P.O. Box 35,
Hewson House,
Station Road,
Brigg,
DN20 8XJ
Telephone: (01724) 297240 (general enquiries) / (01724) 297133 (school admissions)

Lincolnshire County Council
Children's Services,
County Offices,
Newland,
Lincoln,
LN1 1YQ
Telephone: (01522) 552222 (general enquiries) / (01522) 553227 (school admissions)

Nottingham Catholic Diocese
The Diocesan Education Service,
The Diocesan Centre,
Mornington Crescent,
Derby,
DE22 4BD
Telephone: (01332) 293833

Anglican Diocese of Lincoln
The Diocesan Education Centre
Diocesan Offices,
The Old Palace,
Minster Yard,
Lincoln, LN2 1PU
Telephone: (01522) 504010 / E-mail: education@lincoln.anglican.org

This guide can also be provided in large print, audio and in alternative languages upon request.

