Reynolds Academy

ADMISSIONS POLICY

ARRANGEMENTS FOR THE ADMISSION OF PUPILS TO REYNOLDS ACADEMY

2028 - 2029

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Policy Version Date: November 2026

Lincolnshire Gateway Academies Trust

(1) REQUIREMENTS FOR THE ADMISSION OF PUPILS TO REYNOLDS ACADEMY

General

This annex may be amended in writing at any time by agreement between the Secretary of State and the Company.

In -Year Applications

The Academy will receive applications for any academic year. To apply for a place during a school year please complete the Academy's application form. This can be obtained at Reynolds Academy - Admissions or by telephoning 01472 691 797. You can also apply via North East Lincolnshire Council.

(2) ARRANGEMENTS FOR THE ADMISSIONS OF PUPILS TO REYNOLDS ACADEMY

The published admission number (PAN) for 2027 - 2028 is: Reception – 30.

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

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 Education Health Care Plan (EHCP), where the Academy is named 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 including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2 Children with brothers or sisters who are already at the Academy.

3 Children whose main residence is within the catchment area as set by North East Lincolnshire County Council. Addresses are identified in Appendix A.

4 Attending Reynolds Academy Nursery which is a member of Lincolnshire Gateway Academies Trust.

5 Children of staff employed by Reynolds 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 an Education Health Care Plan and where the Academy is 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 recorded in the EHCP, the Academy must admit the child.

1 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 Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

2 Rules for Siblings

Included in this factor are biological siblings, stepbrothers and sisters, half-brothers and sisters and foster 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

If twins or multiple birth children are split by operation of the oversubscription criteria, the Academy will accommodate all children unless this would make the class too large and prejudice the education of the other children. Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way.

Siblings in the Same Year Group

If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the Academy will accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

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 withdraw 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 which is a member of the Multi Academy Trust.

5 Children of staff at the Academy

This applies

Where a member of staff (Both teaching and support staff) has been employed Louth Academy for two or more years at the time the application for admission is made.

Or where a member of staff (Both teaching and support 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 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 safest walking distance then each child will be admitted.

Children of UK Service Personnel (UK Armed Forces)

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

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the Academy's oversubscription criteria.

- Accept a Unit postal address or quartering area address for admissions purposes for a service child, where the parent requests this.

The Governors will not refuse a service child a place because the family does not have an intended address or does not currently live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the Academy for more details.

For late co-ordinated applications and in-year applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy'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. If a place is refused, you will be informed of your right of appeal.

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 A

Addresses in the catchment area designated by North East Lincolnshire Council

To find out which catchment area you are in or which school is closest to you, please visit the links below.

Apply for a school place | NELC (general information webpage upon which the catchment list can be found)

School-catchment-list.pdf (current weblink to most recent published catchment list).