



## Admissions Policy for 2018-2019 intake

### **Boston Park Academy and Gosberton Academy and Fishtoft Academy and Boston Pioneers Academy**

Park Academy, Gosberton Academy, Fishtoft Academy and Pioneers Academy are academies maintained by the Academy Trust. They serve children aged 4 to 11. Together the schools form the Phoenix Family of Schools.

As the schools are academies, the Academy Trust is the admission authority in its own right. All decisions about admissions; including this policy, are determined by the Academy Trust. The schools adhere to the Admissions and Appeals Code of Practice and work with the Local Authority to offer available places.

**Park Academy's** Published Admissions Number is 45

**Gosberton Academy's** Published Admissions Number is 20

**Fishtoft Academy's** Published Admissions Number is 10

**Pioneers Academy's** Published Admission Number is 60

#### **Process of application**

Arrangements for applications for places in Reception will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), parents resident in other areas must apply through their home local authority. The Phoenix Federation of Schools will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

For a midyear place, an application can be made on the midyear application form or online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). Applications are usually made through the child's home local authority. Lincolnshire residents should contact Lincolnshire County Council for an application. Applications can be made directly through Lincolnshire by out of county residents if their home local authorities do not co-ordinate this process.

The trust members 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 parents will be told of the independent appeal system and placed on the school's waiting list.

#### **Oversubscription Criteria**

The oversubscription criteria are listed in the order we apply them. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

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) where the school is named. Remaining places will be allocated in accordance with this policy.

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- A. The child is in the care of the local authority or had previously been in care. (1)
- B. Children who have a brother or sister (2) on roll at the school at the time of application. Or children who have had a brother or sister (2) who have attended the school in the last two years, at the time of application.
- C. Children of contracted staff working at the school for 2 years at the time of application or who are recruited to fill a vacant post for which there is a demonstrable skill shortage.
- D. The distance from the home address (3) to the school, priority will be given to the child living closest to the school, as defined in note 4.

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in the of Children's Service Directorate at the Local Authority.

### Definitions and Notes

- 1) 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.

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 Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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) **Brother or Sister:** A full brother or sister, whether or not resident in the same household. Step siblings, foster siblings, adopted siblings or other children permanently living for the majority of term time at the same address where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any child in the household living for the majority of term time where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

**Multiple Births:** If the last pupil to be offered a place within the school's Published Admission Number (PAN) is a multiple birth then the sibling/s will be admitted, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

**Brothers and Sisters in the same year group:** Where there is only one place available in the school the children will be considered together as one application. The school will be allowed to go above its admission number as necessary to admit all the children except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will offer the parent one place for one child and a different school for the other child or children.

1. **Home Address:** 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.

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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. In the event that the child's time was split evenly between parents addresses, the 'tie-break' would be the address which is registered with the child's doctor.

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.

- Distance:** The closest address to the school is found by measuring the distance from the registered home address to the school by driving distance along public highways. It is measured electronically along public highways using the post office address point of the home to the post office address point of the school. The school will obtain this information from the local authority. In the event that the child's time was split evenly between parents addresses, the 'tie-break' would be the address which is registered with the child's doctor.

**Reserve List:** For admission into reception the governors will keep 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 list is kept by the School Admissions Team until the end of the coordinated admission round in August each year. After this the schools keep the reserve list until the end of the academic year.

The schools keep reserve lists for all years that are oversubscribed. These lists are in the order of the oversubscription criteria. If your child is refused a place and you would like your child to be added to a reserve list, please contact the school direct. The reserve lists are kept by the schools until the end of the academic year.

**Appeals:** If parents are dissatisfied with an admission decision of the school they have the right to appeal to the Independent Appeal Panel. The parents can appeal against the refusal to admit their child to a school even if they have already accepted another school. The procedures for appeals relating to admissions will be in accordance with all relevant legislation. The Independent Appeal Panel is entirely separate from the school's admissions system. The decision of the appeal panel is binding on all parties.

**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.

**Fair Access:** Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, 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:** The schools will work within the law to maintain infant class sizes. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

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- Children with statements of special educational needs admitted outside the normal admission round.
- Looked after children and previously looked after children admitted outside the normal admission round.
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process.
- Children admitted after an independent appeals panel upholds an appeal.
- Children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance.
- Children of UK service personnel admitted outside the normal admission round.
- Twins and children from multiple births when one of the siblings is the last child admitted (as regards infant class size regulations).

**Admission of children below compulsory school age and deferred entry to school:** The Academy Trust will provide for the admission of all children in the September following their fourth birthday.

- Parents can request that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age.
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents wishing to make these requests must contact their home local authority for guidance 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. The Academy Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will 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 head teacher

**Children of UK Service Personnel: 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.

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

**Placement Offer:** Parents will receive an offer letter from the local authority advising them of a start date for their child. They will be required to complete an additional school admission form. Parents will need to provide proof of their child's date of birth by providing either a birth certificate or passport.