Admissions Policy
2026/2027 Intake

Monitoring Responsibility	Chief Education Officer
Next Review Date	
Approval Body	Curriculum and Standards
Date Ratified	
Chair of Committee Signature	

Admission Policy 2026/2027 Intake

1. Introduction

Gosberton Academy is part of Voyage Education Partnership (the Academy Trust). The Academy Trust is the admission authority for the school and therefore set the admission arrangements.

These arrangements will apply to all admissions from September 2026 including in-year admissions.

2. Legal framework

These arrangements are in line with legislation and the School Admissions Code 2021 and designed to ensure there is a fair admissions procedure for all applicants.

3. Published admission number

The school's published admission number is 20 for pupils in year R (Reception).

Gosberton Academy provides for the admission of all children in the September following their fourth birthday.

Where we have offered a child a place at our school:
a) that child is entitled to a full-time place in the September following their fourth birthday;
b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;
c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

4. Applying for a place

Arrangements for applications for places in Reception at Gosberton Academy 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 they can also apply by telephone or ask for a paper application form by telephoning **01522 782030**. Parents resident in other areas must apply through their home local authority. Gosberton

Academy will adhere to the timescales outlined in the Lincolnshire County Council Co – ordinated admissions scheme available at www.lincolnshire.gov.uk/schooladmission and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code (2021). In year admissions are dealt with in accordance with the in-year section below, section 7.

In accordance with relevant legislation, the allocation of places for children with an Education, Health and Care Plan (EHCP) where the school is named on the plan will take place first. (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

Places will be allocated first to those who make an application before other children are considered.

5. 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.

Parents resident in Lincolnshire should call 01522 782030 or e-mail: schooladmissions@lincolnshire.gov.uk for advice 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.

Gosberton Academy 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

6. Over subscription criteria

Where there are more applications than places available and after the admission of children with an Education Health & Care Plan (EHCP) that names the school, applications will be prioritised with the following oversubscription criteria. The oversubscription criteria are listed in order. Words marked with a number, for example, 1, 2 and 3 are explained separately in the definition and notes section.

Criterion	Description	Notes
A	Looked after children and previously looked after children	See note 1

Criterion	Description	Notes
B	Children with a sibling attending the school at the time of application, or who will be attending the school at the expected time of admission	See note 2a
C	Children for whom this school is the nearest school to their home address	See note 3a, 3b and 4.
D	Distance of the home address to the school. Places will be allocated to those living nearest the school first.	Measured by straight line distance. See note 3b and 4.

Tiebreaker

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tiebreaker is used. Tiebreaker: If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

7. **In year Admissions**

For an in-year place, Gosberton Academy will accept admissions into all year groups. In the event that this would cause an infant class to be unlawfully large, or cause prejudice to the provision of efficient education, or the efficient use of resources, it may be necessary to refuse a place.

If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place, then you will be told of the independent appeal system.

Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

8. Fair Access Protocol

The purpose of the Local Authority Fair Access Protocol is to ensure that unplaced children, especially the most vulnerable, are offered a place quickly when applying outside of the main admissions round so that the amount of time any child is out of school is kept to the minimum. We will participate in the Lincolnshire County Council Fair Access Protocol (FAP). Children allocated under the Fair Access Protocol will take precedence over children on a reserve list or those awaiting appeal.

Gosberton Academy will participate in Lincolnshire County Councils Fair Access Protocol.

9. Children of UK Service Personnel (UK Armed Forces)

In order to support the military covenant aimed at removing disadvantage for UK service personnel (UK armed forces), and Crown servants returning from abroad the following arrangements will apply.

If an application is supported by an official letter declaring a posting and a relocation date

then an intention to move to a confirmed address or quartering within the UK will be accepted for a child for the purposes of implementing the oversubscription criteria.

Where an application is not supported by an official letter declaring a posting and relocation date or is not being made due to a new posting then the child's current address will be used to examine the application against the oversubscription criteria until the child is formally resident in the new address.

Proof of intended occupation of the residential address such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. For applicants participating in the Future Accommodation Model trial, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided.
An offer may be withdrawn if a child does not reside at the address listed on the application form if the school is oversubscribed and use of an incorrect address has resulted in a place being denied to another child who would otherwise have been offered the place.

If a family have provided the required proof of posting, a unit postal address will be accepted for the purposes of operating the oversubscription criteria if parents are unable to provide an address or prefer to use the unit address. This unit will be the base to which the parent has been posted.

In all cases where an applicant is considered after national offer day of the admitting year and parents can demonstrate that the child is a child of a crown servant returning from abroad or is a child of a serving member of the armed forces, the admissions authority (Trust Board) will consider whether to offer a place at a school even if the school is full. When making the decision whether to offer the admissions authority will consider the circumstances of each case including

- If the applicant would have been offered a place had they applied on time in the admissions round of the year of entry
- Whether there is any child on the reserve list with higher priority under the oversubscription criteria
- Whether admission of a further student would prejudice the efficient education and efficient use of resources and this prejudice would be excessive

The admissions authority have discretion to offer in these circumstances but they are not obliged to do so. If a place is refused, parents will be informed of their right of appeal.

10. 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.

11. Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and entirely separate from the admission system. The decision of the appeal panel is binding on all parties.

Details of how to appeal a decision to refuse admission will be communicated to the applicant at the time of the refusal and will also be available on the Lincolnshire County Council website.

12. Reserve lists

For admission into the intake year the admission authority for Gosberton Academy will keep a waiting list which we call a reserve list.

If we have to refuse a place at our school your child is automatically put on the reserve list, unless you have been offered a higher preference school.

This list is in the order of the oversubscription criteria, as required by the school admissions code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The admission authority must not take account of the time you have been on the list.

For the intake year the list is kept by the Local Authority Schools Admission Team until the end of August.

After this the school admissions code requires that schools keep the reserve list until the end of the autumn term.

Notes relating to the oversubscription criteria

1) Looked after and 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 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'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).

This also includes 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. 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.

2a) Sibling
Included in this criterion are:

- a brother or sister who shares the same biological parents
- a half-sibling or step sibling.
- a legally adopted child, a child legally adopted by a biological or step-parent

In all cases both children must live at the same address.

3a) Nearest school

The nearest school is found by measuring the straight line distance from the child's home address to all state funded mainstream schools admitting children in the relevant year group.

Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12-figure X and Y coordinates for each individual property.

Details of which school is the closest school to your home address can be found at https://www.lincolnshire.gov.uk/find-nearest-school

3b) Home Address

The home address is considered as 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).

Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted 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 two addresses during school term time with a parent, they can choose which address to use on the application.

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

We do not take into an account an intention to move when considering a home address unless this is for members of the UK Armed Forces or a returning Crown Servant as outlined in the relevant section below.

4) Distance criterion

The distance measurement is found by measuring the distance from the child's home address to the school. Distances are measured in a **straight line** and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team, using the "Synergy" system.

Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12-figure X and Y coordinates for each individual property. Distances are measured from this point to the school.