



**BROOKE HILL ACADEMY TRUST**  
Admissions Arrangements Policy

<b>Policy Name:</b>	Admission Arrangements / SWA
<b>Status:</b>	Compulsory
<b>Date Approved by Trustees:</b>	2021
<b>Date of Next Review:</b>	2022
<b>Signed by (Trustee):</b>	_____



## **South Witham Academy (Brooke Hill Academy Trust)**

### **Admissions Arrangements Policy 2023-2024**

Two different categories of admission are identified, each of which is considered in a different way. Parents/carers are reminded that it is a legal requirement for birth certificates to be provided before their child starts school. Proof of the family address of the child will also be required.

#### **Children of UK Service Personnel**

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 school'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 solely because the family does not have an intended address or does not yet live in the area.

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

For late coordinated 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 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.

### **1. Admission at the start of the academic year**

Brooke Hill Academy Trust (the Trust) is its own admissions authority, and is responsible for setting the criteria for admission and their interpretation. It is also responsible for setting the oversubscription criteria within the Trust's Admissions Policy. The Academy has a published admission number of 15.

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), they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. South Witham Academy 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.

If the number of applications for places exceeds the number of places available, after the admission of children with an Education and Health Care Plan where the school is named, the following over-subscription criteria will be applied:

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant under any criteria, the next criteria will be applied until the tie-breaker is used.

Tie breaker: 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.

### **Oversubscription Criteria**

- a) Looked after children and all 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. 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). See definition 1.
- b) Children who already have a sibling at the school, or one who attended the school within the last five years. The child for whom application is made should be permanently living in the same family unit or at the same address as the sibling; this includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
- c) Children of a member of staff at the school, who has been employed at the school for at least two years at the time when the application for admission is made; or have been employed for less time but have been recruited to fill a role for which there is a demonstrable skill shortage.
- d) Straight line distance from home to the School, with the applicant living nearer to the School having priority. See definition 2.

### **Definitions or Oversubscription Criteria**

**1. A Child in Public Care is a child who is a looked after child.**

**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 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. Distance measurements**

Proximity of a child's home in relation to the school, with those living nearest to the school being accorded the highest priority as measured by straight line distance.

Measurements are calculated electronically by Lincolnshire County Council school admissions team from the Post Office address point of the home to the Post Office address point of the school. We measure distance to three decimal places, e.g. 1.256 miles.

### **Home Address**

For these purposes, a child's home address is the address where the child lives for the majority of their time during term time. 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 the time during term time. If a parent can demonstrate 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.

### **Admissions during the academic year**

South Witham Academy will accept admissions into all year groups, however In the event that an in-year admission 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](http://www.lincolnshire.gov.uk/schooladmissions) or call 01522 782030 for a paper form. Reserve lists for in-year groups are also maintained as required.

### **Admissions Committee**

The Admissions Committee is formed by the Board of Directors of the Trust, in support of guidance given in the Code: “no single member of staff employed at the school has an individual role in the admissions process”, and therefore any decision is made by that Committee.

No parent/carer should rely on any expectation or assurance given by the Executive Headteacher, Head of School or other employee or officer of the Trust that their application for a place at the school will be successful or that their child will be given a place at the school.

The Trust makes its Executive Headteacher, Head of School, employees and officers aware of their obligations in this respect. An application can only be taken as successful/the child given a place, once a formal offer has been made through the child’s home authority.

### **Admission of Children Outside the Normal Age Group**

Parents may seek a place for their child outside their normal age group, if, for example, the child is gifted or talented or has experienced problems with their health.

Any parents wishing to make an application of this nature should contact the school in the first instance.

Any decision will be made on the circumstances of each case and in the best interests of the child. This will include:-

- Taking account of the parent's views;
- 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 been educated previously outside of their normal age group;
- Whether they may naturally have fallen into a lower age group had they not been born prematurely;
- The views of the Executive Headteacher and/or the Head of School.

When informing the child's parent of the decision about which year the child should be admitted to, they will also be given clear reasons for the decision.

### **Admission of Children Below Compulsory School Age**

South Witham 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.

### **Twins, Multiple Births**

If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to 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 school will go above its published admission number to 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.

### **Waiting List**

Any intake applicants who are not offered a place will be placed on a waiting list, which will be maintained until 31 December in the relevant academic year. Additional applications received after places have been offered will require the waiting list to be ranked again in accordance with the published over-subscription criteria.

For admission into the intake year the admission authority for South Witham Academy will keep a waiting list which we call a reserve list. If we refuse a place at our school your child is automatically placed on the reserve list, unless you have been offered a higher preference school. This list is kept in the order of the oversubscription criteria, as required by the school admissions code. Children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The admission authority must not take account of the time you have been on the list when allocating places. For the intake year the list is held by the Local Authority School Admissions 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.

If places become available they will be offered on the basis of the over-subscription criteria and not the date on which the application was received nor when the child's name was added to the list.

### **Fair Access Protocol**

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. Children who are allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on the waiting list. South Witham Academy takes part in the Lincolnshire County Council Fair Access Protocol.

### **Right of Appeal**

All parents have a right to appeal if the school refuses a child a place. They will be informed of the reason why the admission was refused, given details of the process of appeal, including deadlines, and who to contact.

Parents wishing to appeal must set out the grounds for their appeal in writing and this should be made to Simon Foulkes the Chair of Trustees, Brooke Hill Academy Trust, Brooke Road , Oakham , Rutland , LE15 6HQ.

Email; [Simon.foulkes@brookehillacademytrust.education](mailto:Simon.foulkes@brookehillacademytrust.education)

### **Withdrawing Offers**

Once a place has been offered it will only be withdrawn:

- where it has been offered in error;
- when a parent has not responded within a reasonable period of time, identified as 21 days following the issue of a reminder letter;
- when the offer was obtained through a fraudulent or misleading application

### **Fraudulent or misleading applications**

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. 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 if a false address was given which denied a place to a child with a stronger claim.