Westgate Academy

Admission Authority: Aspire Schools Trust

Admissions Policy 2028 - 2029

Date determined: xxx

1. Process of application for the normal intake year

Arrangements for applications for places in Year 3 at Westgate 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. Westgate Academy will adhere to the timescales outlined in the Lincolnshire County Council Co-ordinated admissions scheme available at www.lincolnshire.gov.uk/schooladmissions for these applications 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.

2. Published Admissions Number.

The published admission number (or PAN as it is commonly referred to) for Westgate Academy (herein after also referred to as the 'school') is 90 from 2028 - 2029.

3. Oversubscription criteria

Before considering other applications, the Trustees will first meet their obligation to children with Education, Health and Care Plans which names the school in the plan as detailed below.

The criteria are listed in the order we apply them. If it is necessary to distinguish between two or more applicants in the same category, the next criteria will be applied until the tiebreaker is used.

1. Children who are Looked After and Previously Looked After including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted – see definition of children in public care below*
2. A sibling ** already at the school and who will be on roll at the time the place is required
3. Children of a member of staff applies 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 school is made: and/or

b) The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage

4. Attendance at our feeder Infant schools: Mount Street Academy and St Peter in Eastgate CofE Infant Schools at the closing date for applications

5. Those for whom the school is the nearest state funded, non-selective, mainstream school to the child's home address*** admitting children to the relevant year group (parents/carers can identify their nearest school using Lincolnshire County Council's search tool: https://www.lincolnshire.gov.uk/find-nearest-school)

6. Other children.

4. Tie breaker

If it is not possible to distinguish between one or more applicants within the admissions criteria, places will be allocated to those living nearest the school first measured by straight line distance as outlined in the Note+ below. 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 local authority children's services directorate.

Note+ - Straight line distance as calculated electronically to three figures after the decimal point (e.g. 1.543 miles) 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.

5. Education Health Care Plans

In accordance with legislation the allocation of places for children with the following will take place first; 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.

6. Definitions

*Definition of Children in Public Care/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 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).

**Sibling:

- A full brother or full sister, whether or not resident in the same household;
- Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or Section 576 of the 1996 Education Act

***Home address

The home address is considered as the address where the child lives for most of the 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 most of the school term time as the home address.

The Trust has the right to investigate any concerns it may have with respect to the accuracy of information provided by parents on an application form and to withdraw the offer of an Academy place if there is evidence that parents have made fraudulent claims, for example concerning parental responsibility or address given.

7. Measurement of distance

The way we measure distance is as follows:

- The straight-line distance as calculated electronically to three figures after the decimal point (e.g. 1.543 miles) 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.
- The nearest school is found by measuring the straight-line distance from the child's home address to all schools admitting children in the relevant year group. Measurements are calculated electronically 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. You can find which school is the closest to your address at www.lincolnshire.gov.uk/schooladmissions

8. Reserve Lists

For admission into Year 3, the admission authority for Westgate Academy will operate a Reserve List.

In the normal admissions round 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 Year 3, the list is held by the Local Authority School Admissions Team until the end of August.

After this, the school keeps this List. Westgate Academy keeps its Reserve List (across all year groups) for the academic year. Parents making a mid-year application must request for their child's name to be kept on the Reserve List after 31st August. Parents wishing to remain on the list after the end of the academic year must contact the school for more information.

9. Siblings in the same year group

- 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 admit 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.

- 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 admit 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 the school 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.

10. 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, Aspire Schools Trust has 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. If a place is withdrawn, the application will be considered afresh, and you will be advised of your right of appeal if a place is refused.

11. 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. For Lincolnshire County Council, telephone 01522 782030 or email outofcohortadmissions@lincolnshire.gov.uk

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.

Aspire Schools 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 headteacher.

12. 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, Aspire Schools Trust 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.
- Aspire Schools Trust 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 midyear applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Trustees 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 Trustees 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.

13. Fair Access Protocol (FAP)

Local Authorities are required to agree 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. Students allocated under fair access protocols will take precedence over those on a reserve list or awaiting appeal. Westgate Academy will participate in the Fair Access Protocol of Lincolnshire County Council.

14. In-Year Admissions

The Admissions Authority will accept admissions into Year 3, Year 4, Year 5 and Year 6 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 the child's application will be refused and the parent will be told of the independent appeals system.

Applications should be made via Lincolnshire County Council or directly to the school. If it is necessary to refuse a place then you will be informed of your right of appeal. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

15. Right of Appeal

In all cases where a place is refused at a school the applicant will be informed of their right of appeal to an independent panel. The decision of the independent 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.