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Admissions Policy for 2019/2020

WESTGATE ACADEMY **ADMISSIONS POLICY**

Process of application for the normal intake year

Arrangements for applications for places in (Y3) at Lincoln 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 hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Lincoln Westgate 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.

Our pupil admission number is 120 pupils which means across the school we can accommodate 480 pupils.

Before considering other applications, the governors will first meet their obligation to children with Education Health Care Plans. If applications exceed places, the highest priority will then be given to those according to the following admissions criteria in this order:

1. Children who are in the care of the local authority - see definition of children in public care below.*
2. A sibling ** already at the school and who will be on role at the time the place is required.
3. Attendance at our feeder Infant schools: Mount Street and Eastgate Infant Schools.
4. Measurement of distance from the home.

Education Health Care Plans

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.

***Definition of Children in Public Care**

Looked after children and all 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 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).

** A full brother or full sister, whether or not resident in the same household.

Another child normally resident for the majority of term in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989.

In the case of twins (or two siblings in the same age cohort) and where there is only one place available, both will be considered together as one application. The school will be allowed to exceed its published admission number by one.

Measurement of distance

Straight line distance as calculated 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.

Tie-Break

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.

Reserve Lists

For admission into Year 3 the governors will keep a waiting list which is called a reserve list. If a child is not offered a place and the school is named as a higher preference, your child is automatically put on the reserve list 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 Schools Admission Team until the end of August. After this, the school keeps the reserve list until the end of the autumn term.

We are not required to keep any lists for any other year groups. If you wish your child to join the school at other times, please contact us direct. The time you have been on the list is not taken into account.

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.

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.

Lincoln Westgate Academy school 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 (UK Armed Forces)

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.

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

Fair Access

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example, those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.

Mid-Year Admissions

The Governors 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.

Right of Appeal

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Clerk to the Governors at the school. An independent panel considers all such appeals and its decision is binding for all parties concerned.

The appendix attached to this document sets out the scheme for co-ordinated admissions as set out by the Local Authority.

Appendix
SCHEME FOR CO-ORDINATED ADMISSIONS
TO PRIMARY SCHOOLS - 2019 to 2020

1. General

The regulations require applications for primary schools to be co-ordinated and the Local Authority (LA) is responsible for drawing up a scheme covering every maintained school and academy in its area. The statutory requirements include, for example:

- A common timetable for all schools and admission authorities in the LA area.
- Co-ordination between all primary schools within the LA and between other LAs.
- A common application form for all schools that allows parents to express up to three preferences.
- Common dates to assist the smooth operation of the scheme.
- Parents to receive a single offer on 16 April or nearest working day.
- That the notification of offers is made by the LA and not the school.

Neighbouring LAs are required to share information in order to manage applications to schools in other LAs. Where a place is available in another LA, offers will be made by the 'home' LA to ensure that a single offer is made to each pupil.

2. Aims of the Scheme

1. To meet the relevant Government regulations in respect of coordinated admission arrangements and to comply with the Schools Admission Code in force at the time.
2. To make sure that the needs of the child and the wishes of the parent are the prime considerations.
3. To make sure that as many parents as possible gain a place for their child in a school named as their highest available preference.
4. To make sure that every parent of a child living in Lincolnshire who has applied for a school place in the normal admissions round receives an offer of one, and only one, school place on the same day.

5. To indicate how a place will be allocated if none of the parent's preferences can be met.
6. To indicate how late applications should be addressed and also how applications which fall outside the normal admissions round will be managed.
7. To make sure that the scheme minimises the administrative demands on schools and allows effective communication with them and neighbouring LAs.
8. To give details of how the scheme will operate after 16 April to make sure that places that become vacant are reallocated effectively.

3. Expression of Preference

Parents will be asked to name three preferred schools and to rank them in order. Schools must rank all applicants without reference to the parental ranking. The LA will allocate a place at the highest ranked school that is able to offer the child a place. If it is not possible to offer a parent one of their preferred schools, they will be offered a place in the nearest school to their home with vacancies at the time of the allocation.

4. Application Forms

All applications must be made online using an admissions application form. This form can also be downloaded and completed off-line and handed/posted to School Admissions, Lincoln. This is designed in such a way as to make it possible for the information to be scanned electronically. It will also allow the inclusion of supplementary data required by the LA, other admission authorities and schools. Alternatively, parents may use the online application facility. Schools will not receive a physical copy of the form, nor should they request information from parents. The full application form contains the rank order of preferences which individual schools are not entitled to have under the Data Protection Act.

5. Communications

The LA will use electronic communication with other LAs, admission authorities and schools. Access to application data will be available to schools online and, in order to allow for the allocation system to work effectively schools can use this web access to rank applications and communicate with the LA's admissions team. Schools will not see the parents' rank order of preference as this forms no part of their admission policy. Schools should not seek to obtain this information direct from parents.