

## **Thomas Middlecott Academy, Kirton Admissions Policy 2018/2019**

Arrangements for applications for places in Year 7 at Thomas Middlecott 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](http://www.lincolnshire.gov.uk/schooladmissions), parents resident in other areas must apply through their home local authority. Thomas Middlecott 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.

For a midyear place applications are usually made through the child's home local authority. Lincolnshire residents can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or contact Lincolnshire County Council for a paper 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 published admission number for Year 7 is 108. If there are fewer applicants than places available, all applicants will be admitted.

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.

For entry into year 7 in September we will allocate places to parents who return an application before we consider any parent who has not returned one.

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

### **Oversubscription Criteria**

- A. Looked after children and all previously looked after children. (1)
- B. There is a brother or sister (2) on roll at the school at the time of application.
- C. The distance from the home to the school. Priority will be given to the child living nearest the school, as defined in note 3.

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 Children's Services Department 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'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 child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989 at the time of application. This includes any child that has previously been in care and who is now adopted or who is subject to a residence order or special guardianship order.

2. A full brother or sister, whether or not resident in the same household. Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number by one.

3. The nearest address to the school is found by measuring the distance from your address to the school by **shortest** driving distance along public highways. We measure electronically along public highways using the post office address point of the home to the post office address point of the school.

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.

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. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

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.

### **Reserve Lists**

For admission into Year 7 the governors will keep a reserve list. If we 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 of Practice. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The governors do not take account of the time you have been on the list.

For Year 7 the list is kept by the Schools Admission Team until the end of August preceding entry. After this we keep the reserve list until the end of the academic year.

If you wish your child to join the school in another year group and it is full, you can contact the school and request to be added to the reserve list. This will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.

The reserve lists are cleared at the end of each academic year. If you would like your child to be placed on the reserve list for the following academic year please contact the school.

### **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 independent 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 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 of UK Service Personnel (UK Armed Forces)**

In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad we have adopted the following arrangements.

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 school's 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.

Section 2.15 (f) of the School Admissions Code 2014 makes an exception to the Infant Class Size Regulations for Services Children needing to apply for school places outside the main admissions round.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements. We allocate a school as soon as possible by applying the policies and practices that we normally follow.

### **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.

Thomas Middlecott 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

Determined on 8th February 2017